



Peraturan Akademik ***Academic Regulations***

Pengajian Ijazah Sarjana Muda
Undergraduate Studies
2012/2013



visi

untuk menjadi sebuah universiti contoh serta diiktiraf di peringkat antarabangsa; dan institusi pengajian tinggi yang menjadi pilihan utama golongan pelajar dan akademik melalui pencapaian cemerlang dalam bidang pengajaran, penyelidikan dan kesarjanaan.

missi

untuk menjana, menyebarkan dan menerapkan ilmu secara strategik dan inovatif bagi memperkasakan kualiti budaya bangsa dan kemakmuran masyarakatnya.

fakulti & pusat

- :: Fakulti Ekonomi dan Perniagaan
- :: Fakulti Kejuruteraan
- :: Fakulti Perubatan dan Sains Kesihatan
- :: Fakulti Sains dan Teknologi Sumber
- :: Fakulti Sains Kognitif dan Pembangunan Manusia
- :: Fakulti Sains Komputer dan Teknologi Maklumat
- :: Fakulti Sains Sosial
- :: Fakulti Seni Gunaan dan Kreatif
- :: Pusat Pengajian Bahasa



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1. PERUNTUKAN-PERUN

- 1.1 Pelajar prasiswazah adalah dinasihatkan untuk mengetahui dan memahami sepenuhnya Peraturan Akademik Pengajian Ijazah Sarjana Muda ini dan adalah menjadi tanggungjawab semua pelajar prasiswazah untuk mematuhi segala dasar yang dinyatakan dalam peraturan ini.
- 1.2 Tertakluk pada kuasanya sebagai badan akademik tertinggi Universiti, Senat berhak mengubah/meminda mana-mana peraturan ini dari semasa ke semasa apabila keadaan memerlukan dan ianya akan berkuatkuasa dari tarikh pindaannya disahkan oleh Senat.
- 1.3 Peraturan ini adalah berkuatkuasa ke atas semua pelajar prasiswazah berdaftar dengan Universiti ini termasuk pelajar antarabangsa, pelajar antarabangsa yang mengikuti program pertukaran pelajar dan pelajar yang mengikuti program antara kampus (*cross-campus programmes*) Institusi Pengajian Tinggi Awam.
- 1.4 Di mana ia tidak dinyatakan secara khusus dalam peraturan ini, bidang kuasa yang digunapakai dalam pelaksanaan peraturan ini adalah kuasa Senat. Kuasa Dekan dan Pendaftar dinyatakan dengan khusus dalam klausa-klausa tertentu peraturan ini.
- 1.5 Tertakluk pada Perkara 1.1, pengecualian ke atas mana-mana perkara atau bahagian Peraturan Akademik ini adalah kuasa mutlak Senat.

2. TAKRIF

“Amali” ialah sesi pembelajaran di makmal/studio atau di lapangan bagi sesuatu kursus.

“Antarsesi” ialah satu tempoh pengajian yang diadakan dalam masa cuti akhir tahun akademik.

“Dekan” ialah ketua Fakulti/Pusat yang dilantik oleh Naib Canselor.

“Dewan Peperiksaan” ialah mana-mana tempat/ruang yang digunakan untuk tujuan peperiksaan.

“Fakulti” ialah entiti akademik yang menawarkan program pengajian di universiti termasuk mana-mana pusat atau institut universiti yang menawarkan program akademik.

“Gagal Kursus” ialah tidak mencapai gred minimum sesuatu kursus yang ditetapkan oleh Universiti.

“Hukuman Akademik” ialah hukuman yang dikenakan ke atas pelajar oleh Jawatankuasa Tatatertib (Akademik) bagi kesalahan akademik.

“Jam Pembelajaran” ialah jumlah masa pembelajaran yang diperlukan untuk memenuhi keperluan kredit.

“Jawatankuasa Akademik Fakulti” ialah Jawatankuasa yang dipengerusikan oleh Dekan dan dianggotai oleh Timbalan Dekan, Ketua Jabatan, Penyelaras Program, Pensyarah serta Penolong Pendaftar sebagai Urus Setia/Setiausaha. Jawatankuasa ini akan membincangkan isu-isu berkaitan hal ehwal akademik fakulti.

“Jawatankuasa Pemeriksa Fakulti” ialah Jawatankuasa yang dipengerusikan oleh Dekan dan dianggotai oleh Timbalan Dekan, Ketua Jabatan, Penyelaras Program, Pensyarah serta Penolong Pendaftar sebagai Urusetia/Setiausaha untuk mengesahkan keputusan penilaian pelajar, membuat pindaan keputusan sekiranya perlu dan menentukan pelajar yang layak bergraduasi.

“Jawatankuasa Rayuan Pelajar” ialah Jawatankuasa yang dipengerusikan oleh Timbalan Naib Canselor (Akademik dan Antarabangsa) bagi mempertimbang dan meneliti kes rayuan pelajar bagi meneruskan pengajian setelah mendapat keputusan Gagal dan Diberhentikan (GB) bagi sesuatu semester.

“Jawatankuasa Tatatertib (Akademik)” ialah Jawatankuasa yang dipengerusikan oleh Timbalan Naib Canselor (Akademik dan Antarabangsa) dan dianggotai oleh Dekan Fakulti/Pusat. Jawatankuasa ini membicarakan kes-kes pelajar yang melanggar peraturan akademik dan Akta Universiti dan Kolej Universiti (AUKU), 1971 (Pindaan 2009) di dalam Kaedah-kaedah Universiti Malaysia Sarawak (Tatatertib Pelajar Pelajar) 1999.

“Kepujian Dekan” ialah pengiktirafan yang diberikan oleh Fakulti kepada pelajar yang mencapai kecemerlangan akademik bagi sesuatu semester dan memperolehi PNG 3.5 dan ke atas dan telah mengambil minimum 12 kredit kursus yang mempunyai nilai gred.

“Kerja Kursus” ialah pembelajaran yang boleh merangkumi dan tidak terhad kepada projek, laporan amali, praktikum, tugas, kuiz, ujian lisan dan kerja lapangan bagi sesuatu kursus.

“Kesalahan Akademik” ialah apa-apa pelanggaran terhadap Peraturan Akademik Pengajian Ijazah Sarjana Muda dan Akta Universiti dan Kolej Universiti (AUKU), 1971 (Pindaan 2009) di dalam Kaedah-kaedah Universiti Malaysia Sarawak (Tatatertib Pelajar Pelajar) 1999.

“Ketua Jabatan” ialah pegawai akademik yang dilantik oleh Naib Canselor untuk mengetuai sesebuah jabatan di Fakulti.

“Kredit” ialah nilai yang diberi kepada sesuatu kursus untuk melambangkan beban pembelajaran kursus berkenaan.

“Kuliah” ialah kelas pembelajaran sesuatu kursus.

“Kursus” ialah mata pelajaran yang ditawarkan oleh setiap program dan mempunyai kod yang khusus.

“Kursus Audit” ialah sesuatu kursus yang didaftarkan oleh pelajar tetapi jam kredit kursus tersebut tidak dimasukkan kira dalam pengiraan jumlah jam kredit untuk bergraduasi dan pengiraan keputusan peperiksaan.

“Kursus Elektif Universiti” ialah kursus yang diambil sama ada daripada program lain di dalam atau di luar Fakulti.

“Kursus Pembangunan Generik” ialah kursus sepunya Universiti bertujuan membangun minda, sikap dan sahsiah pelajar.

“Kursus Pengukuhan” ialah kursus asas yang membantu meningkatkan pemahaman dan penguasaan pelajar dalam sesuatu bidang.

“Kursus Teras” ialah kursus yang wajib diambil oleh pelajar bagi sesuatu program.

“Lulus Kursus” ialah pencapaian gred minimum sesuatu kursus yang ditetapkan oleh Universiti.

“Menipu” ialah menipu atau cuba untuk menipu atau berkelakuan mengikut cara yang boleh ditafsirkan sebagai menipu, atau cuba untuk menipu dalam sesuatu peperiksaan, semasa peperiksaan itu sedang dijalankan.

“Pelajar Aktif” ialah pelajar yang telah menyempurnakan pendaftaran pelajar dan pendaftaran kursus untuk semester berkenaan.

“Pelajar Semasa” ialah pelajar yang telah melalui sekurang-kurangnya satu semester pengajian di Universiti.

“Pelajar Tidak Aktif” ialah pelajar yang tidak menyempurnakan pendaftaran pelajar dan pendaftaran kursus.

“Pelajar” ialah seseorang yang telah menyempurnakan pendaftaran pelajar di Universiti.

“Pindah Gred” ialah gred kursus yang telah mendapat kelulusan Fakulti/Pusat untuk diambil kira dalam pengiraan PNGK.

“Pindah Kredit” ialah jumlah kredit dari institusi lain yang telah mendapat kelulusan Fakulti dan diambil kira untuk tujuan bergraduasi.

“Penangguhan Pengajian” ialah tempoh sementara pelajar dibenarkan untuk tidak mengikut pengajian.

“Pendaftaran Kursus” adalah proses pelajar mendaftar kursus tertentu dalam sesuatu program dalam tempoh yang ditetapkan.

“Pendaftaran Pelajar” adalah proses pelajar mendaftar program dan semester serta menjelaskan yuran pengajian dalam tempoh yang ditetapkan.

“Penilaian Berterusan” ialah penilaian pembelajaran yang dijalankan sepanjang kursus dan merangkumi pelbagai jenis kerja kursus serta peperiksaan akhir.

“Penilaian” ialah sesuatu mekanisme untuk mengukur pencapaian akademik seseorang pelajar.

“Penyelaras Program” ialah pegawai akademik yang dilantik oleh Naib Canselor untuk menyelaras sesuatu program pengajian.

“Peperiksaan” ialah apa-apa cara atau kaedah penilaian yang menyebabkan markah atau gred diberikan bagi sesuatu kursus atau sebahagian daripada kursus tertentu.

“Plagiat” ialah meniplak idea, kalimat atau maklumat tanpa mengiktiraf penulis asal dan mengakuinya sebagai hasil kerjanya sendiri.

“PNG” (Purata Nilai Gred) ialah ukuran pencapaian akademik seseorang pelajar dalam sesuatu semester.

“PNGK” (Purata Nilai Gred Kumulatif) ialah ukuran pencapaian akademik seseorang pelajar bagi keseluruhan semester yang telah disempurnakan.

“Program” ialah bidang pengajian peringkat ijazah yang ditawarkan oleh Fakulti.

“Semester” ialah satu tempoh pengajian (lazimnya 17 minggu) yang ditetapkan oleh Senat untuk aktiviti pengajaran dan pembelajaran.

“Senat” ialah badan akademik tertinggi Universiti yang mengawal dan bertanggungjawab ke atas arahan am mengenai pengajaran, penyelidikan dan peperiksaan dan penetapan serta pengurniaan ijazah, diploma, sijil dan kepujian akademik lain.

“Sesi Akademik” ialah tempoh pengajian bagi dua semester dan satu antarsesi dan dikenali sebagai Tahun Akademik Universiti.

“SPP” ialah singkatan bagi Sistem Pengurusan Pelajar. Sistem berkomputer *“real-time”* ini adalah sistem digital yang menyimpan semua maklumat dan data bagi semua pelajar prasiswazah yang sedang dan telah menuntut di Universiti.

“Tawaran Semula/*Clean Slate*” ialah peluang kedua (sekali sahaja dalam satu-satu tempoh pengajian) yang diberikan kepada pelajar untuk memulakan pengajian dalam program yang sama atau berbeza dengan memansuhkan keputusan/rekod akademik yang terdahulu.

“TNC (Akademik dan Antarabangsa)” ialah pegawai utama Universiti yang membantu Naib Canselor dalam hal ehwal akademik.

“Tutorial” ialah sesi perbincangan yang diadakan di antara pelajar dan tutor/pensyarah/fasilitator.

“Universiti” ialah Universiti Malaysia Sarawak.

“Yuran” ialah bayaran yang ditetapkan oleh Universiti bagi tujuan tertentu.

3. SESI AKADEMIK

- 3.1 Sesi Akademik Universiti dibahagikan kepada dua semester (17 minggu setiap semester) dan antarsesi (8 minggu).
- 3.2 Sesi Akademik bagi Program Perubatan dibahagikan kepada sistem blok dan penempatan di hospital. Sesi tahunan Fakulti Perubatan dan Sains Kesihatan mempunyai tiga blok akademik.

4. PENDAFTARAN PELAJAR

4.1 Pendaftaran Pelajar Baru

Semua calon pelajar hendaklah mendaftar sebagai pelajar dalam program yang ditawarkan dalam tempoh masa yang ditetapkan. Tawaran dianggap terbatal jika calon pelajar gagal berbuat demikian tanpa alasan yang boleh diterima oleh Universiti.

4.2 Pendaftaran Pelajar Semasa

- 4.2.1 Pelajar Semasa hendaklah mendaftar untuk pengajian setiap semester/antarsesi pada/sebelum tarikh yang telah ditetapkan oleh Universiti. Pelajar yang gagal menyempurnakan pendaftaran tanpa alasan yang munasabah akan digantung pengajian.

Tatacara pendaftaran adalah seperti di **Lampiran 1**.

- 4.2.2 Pelajar yang tidak menepati kredit minimum yang ditetapkan (**rujuk perkara 4.4.4**) akan dibatalkan pendaftaran dan diberi status **Penangguhan Pengajian**.
- 4.2.3 Pelajar yang telah menangguh/digantung pengajian hendaklah membuat pendaftaran pada semester berikutnya setelah tamat tempoh penangguhan/penggantungan tersebut.
- 4.2.4 Pendaftaran pelajar dianggap sempurna setelah pelajar menjelaskan semua yuran semasa dan segala hutang dengan Universiti bagi semester sebelumnya.
- 4.2.5 Permohonan mendapatkan salinan surat tawaran hendaklah disertakan dengan resit bayaran RM5.00.

4.3 Pendaftaran Antarsesi

Pelajar Semasa hendaklah mendaftar program pada tarikh yang ditetapkan oleh Universiti.

Tatacara pendaftaran adalah seperti di **Lampiran 1**.

4.4 Pendaftaran Kursus

4.4.1 Pelajar mesti dan bertanggungjawab sepenuhnya untuk mendaftar kursus yang diambil pada setiap semester melalui Sistem Pengurusan Pelajar (SPP). Pelajar bertanggungjawab sepenuhnya untuk mencetak dan memastikan ketepatan kursus yang didaftarkan pada slip pendaftaran kursus sementara. Sekiranya terdapat kesilapan, pelajar hendaklah melaporkan kepada Universiti selewat-lewatnya pada minggu kelima (5) perkuliahan untuk pembetulan.

4.4.2 Kursus yang boleh didaftar hanyalah kursus yang ditawarkan pada semester berkenaan sahaja.

Bagi Program Perubatan, kursus yang boleh didaftarkan hanyalah kursus yang ditawarkan pada tahun yang berkenaan sahaja.

4.4.3 Bagi pelajar Program Perubatan, bilangan kredit yang didaftar adalah bergantung kepada blok atau penempatan yang ditawarkan pada tahun berkenaan.

4.4.4 Pelajar dibenarkan mendaftar di antara 8 hingga 22 kredit pada setiap semester. Kredit maksimum bagi pelajar yang mendapat status Lulus Bersyarat (LB) ialah 12 kredit. Bagi pelajar yang mendapat PNGK 2.50 dan ke bawah, kredit maksimum yang dibenarkan ialah 15 kredit. Pendaftaran di luar julat ini (termasuk pelajar yang memohon untuk mengambil lebih daripada 22 kredit) memerlukan kelulusan Jawatankuasa Akademik Fakulti.

4.4.5 Pelajar dibenarkan menambah dan menggugur kursus sehingga akhir minggu keempat (4). Pendaftaran/tambah kursus selepas minggu keempat perkuliahan adalah tidak dibenarkan. Gred tidak akan diberikan sekiranya pelajar gagal mendaftar sesuatu kursus secara sah. Denda gugur kursus selepas minggu keempat adalah seperti berikut:

i. Semester 1 dan 2 – Denda sebanyak RM100.00 per kursus dikenakan kepada pelajar yang menggugur kursus mulai minggu kelima sehingga minggu kelapan perkuliahan; dan

ii. Antarsesi – Denda sebanyak RM100.00 per kursus dikenakan kepada pelajar yang menggugur kursus mulai minggu ketiga sehingga minggu ketujuh perkuliahan.

- 4.4.6 **Pertukaran status kursus yang didaftarkan ke kursus Audit (U) dan kursus Tambahan (KT) boleh dilakukan sehingga minggu keempat (4) semester berkenaan.**

5. SISTEM KREDIT

- 5.1 **Setiap kursus mempunyai nilai kredit berdasarkan kepada kriteria yang ditetapkan oleh Senat.**
- 5.2 **Nilai kredit bagi setiap kursus lazimnya berasaskan jam pembelajaran.**
- 5.3 **Kredit untuk satu kursus bermaksud jumlah jam pembelajaran yang perlu diadakan dalam masa satu minggu termasuk tutorial atau kuliah atau kerja makmal.**

6. PINDAH KREDIT

- 6.1 **Atas kelulusan Fakulti, pelajar boleh memohon pindah kredit ke program sekiranya dapat membuktikan bahawa beliau:**

- (a) **telah lulus sekurang-kurangnya Gred B dari institusi lain yang diiktiraf dan diperakui setara oleh Fakulti;**

Bagi Program Kejururawatan, kursus-kursus yang boleh dipindah kredit telah ditetapkan oleh Fakulti. Walau bagaimanapun, kursus lain yang tiada dalam senarai boleh dipohon untuk pemindahan kredit tertakluk kepada kelulusan Fakulti.

dan/atau

- (b) **mempunyai pengalaman, pengetahuan dan kepakaran yang diiktiraf dan diperakui setara oleh Fakulti;**
- (c) **Perkara 6.1 (a) dan 6.1 (b) di atas hendaklah diperolehi dalam masa lima tahun yang lepas.**

- 6.2 **Kredit yang dipindahkan diambil kira untuk bergraduat tetapi tidak digunakan dalam pengiraan PNG dan PNGK.**
- 6.3 **Jumlah kredit yang dipindahkan bagi pelajar lepasan Diploma atau setara tidak melebihi 30% daripada jumlah kredit yang disyaratkan bagi program berkenaan.**
- 6.4 **Bagi Program Perubatan, pelajar perlu mendapatkan kelulusan pindah kredit daripada badan profesional berkaitan.**

7. PINDAH GRED

- 7.1 Pindah Gred diguna pakai apabila pelajar bertukar program pengajian di Universiti. Pindah Gred boleh dilakukan untuk semua kursus tertakluk kepada kelulusan Fakulti.
- 7.2 Kursus (serta gred) yang dipindahkan diambil kira dalam pengiraan PNG dan PNGK.
- 7.3 Pindah Gred untuk Kursus Teras dalam Fakulti/Program yang sama hendaklah mengambil kira kesetaraan kursus.
- 7.4 Pelajar perlu membuat permohonan untuk pemindahan gred kepada Fakulti yang berkenaan.

Pindah gred untuk Kursus Elektif Universiti hanya akan diambil kira jika kursus tersebut merupakan Kursus Elektif Fakulti.

8. JUMLAH KREDIT BAGI PROGRAM

- 8.1 Pelajar dikehendaki mengikuti minimum seratus dua puluh (120) kredit. Bagi Ijazah Doktor Perubatan jumlah minimumnya ialah dua ratus dua puluh (220) kredit. Walau bagaimanapun, Senat berhak menetapkan jumlah kredit minimum yang berbeza berdasarkan pada keperluan tertentu.
- 8.2 Jumlah kredit dalam Perkara 8.1 hendaklah diambil daripada kelompok kursus seperti berikut tertakluk kepada ketetapan yang terkandung dalam Panduan Standard Program Peringkat Sarjana Muda Bil. 1 terbitan Bahagian Jaminan Kualiti, Jabatan Pendidikan Tinggi, Kementerian Pendidikan Tinggi Malaysia, September 2003:
 - 8.2.1 Kursus Teras (50% - 85%);
 - 8.2.2 Kursus Elektif Universiti (5%-30%); dan
 - 8.2.3 Kursus Pembangunan Generik dan Ko-kurikulum (5%-25%).

(Keperluan kursus-kursus profesional adalah berdasarkan syarat yang ditetapkan oleh badan profesional berkaitan)

8.3 Kursus Pengukuhan

Setiap pelajar hendaklah mempunyai kemahiran Bahasa Inggeris (MUET atau yang setaraf dengannya) dan kemahiran ICT (Teknologi Maklumat dan Komunikasi) yang ditetapkan oleh Universiti. Bagi pelajar-pelajar yang tidak mencapai tahap berkenaan, mereka diwajibkan mengikuti **Kursus Pengukuhan** yang ditetapkan oleh Senat bagi melayakkan mereka mengikuti kursus yang seterusnya dalam Kursus Generik. Keputusan yang diberikan hanya **Lulus/Gagal** sahaja.

- 8.4 Pelajar boleh mengambil Kursus Tambahan (KT) kepada jumlah kredit seperti di perkara 8.1 dan wajib lulus kursus-kursus berkenaan.

9. **TEMPOH PENGAJIAN**

- 9.1 Tempoh pengajian adalah 6 hingga 12 semester atau 8 hingga 14 semester bagi Ijazah Sarjana Muda dan 5 hingga 7 tahun akademik bagi Ijazah Doktor Perubatan.
- 9.2 Permohonan untuk melanjutkan tempoh pengajian melebihi tempoh maksimum seperti dalam Perkara 9.1 adalah tertakluk kepada kelulusan Senat.
- 9.3 Bagi kes pelajar **Gagal dan Diberhentikan (GB)** yang diluluskan oleh Senat untuk meneruskan pengajian, tempoh pengajian masih mengambil kira tahun masuk bagi seseorang pelajar.

10. **SISTEM PENILAIAN**

10.1 **Kaedah Penilaian**

- 10.1.1 Penilaian kursus lazimnya dibuat secara berterusan melalui penilaian (bertulis/lisan), tugas dan lain-lain bentuk kerja kursus.
- 10.1.2 Pelajar akan dihalang daripada menduduki peperiksaan akhir sekiranya:
 - (a) didapati masih berhutang yuran pengajian dengan Universiti
 - (b) kehadiran ke kuliah kurang daripada 80%
- 10.1.3 Peperiksaan pertengahan semester (sekiranya ada) diadakan pada minggu ke-7 atau ke-8. Peperiksaan akhir semester diadakan pada penghujung semester.
- 10.1.4 Peperiksaan pertengahan semester membawa markah sebanyak 20%-30%, peperiksaan akhir semester 30%-50%, kerja kursus 20%-50%.

Peperiksaan akhir semester boleh bersifat komprehensif ATAU tertumpu kepada sebahagian daripada kandungan kursus atau tertumpu kepada bahagian kursus yang tidak dinilai sebelumnya.
- 10.1.5 Untuk kursus berbentuk hasil karya cipta/praktikum, markah maksimum bagi penilaian kerja kursus ialah 70%.

10.1.6 Penilaian kursus berdasarkan markah maksimum bagi kerja kursus dan ujian di luar julat di Perkara 10.1.4 boleh dilaksanakan tertakluk kepada kelulusan Senat.

10.2 **Klasifikasi Gred**

10.2.1 Penilaian kursus tanpa gred boleh diberi simbol seperti berikut:

L/G (Lulus/Gagal)

Diberikan bagi kursus tertentu yang keputusannya tidak digredkan tetapi hanya catatan Lulus atau Gagal sahaja. Kredit diambil kira untuk tujuan bergraduat kecuali kredit bagi Kursus Pengukuhan.

TL (Tidak Lengkap)

Diberikan dengan kelulusan Fakulti kepada pelajar yang telah menyelesaikan sekurang-kurangnya 70% daripada keperluan kursus kerana alasan munasabah. Pelajar perlu melengkapkan keperluan sepenuhnya selewat-lewatnya pada minggu keempat (4) selepas berakhirnya semester tersebut untuk mendapat penilaian penuh dan gred.

SM (Sedang Maju)

Digunakan bagi sesuatu kursus yang telah dirancang melebihi satu semester untuk dilengkapkan. Pelajar tidak perlu mendaftar semula kursus berstatus SM pada semester yang berikutnya. Walau bagaimanapun, pelajar yang menangguh atau digantung pengajian perlu mendaftar semula semua kursus yang bertaraf SM. Kredit dan nilai gred bagi kursus ini hanya diambil kira apabila gred sebenar diberikan. Bagi Latihan Industri gred hanya akan dikeluarkan selepas mendapat laporan daripada pihak industri.

PK (Pindah Kredit)

Simbol ini dicatat dalam transkrip pelajar bagi senarai kursus yang mendapat kelulusan pemindahan kredit daripada Dekan Fakulti.

U (Audit)

Diberi kepada pelajar yang mendaftar dan mengikuti kursus serta mengambil penilaian bagi kursus berkenaan tetapi tidak diberi gred. Simbol U akan direkod jika pelajar lulus kursus. Pelajar yang tidak memenuhi keperluan kursus, tidak mendapat apa-apa catatan. Pendaftaran atau pertukaran status ke kursus Audit hendaklah dilakukan selewat-lewatnya sehingga minggu kedua (2) semester.

KK (Kes Gangguan Kesihatan)

Diberi kepada pelajar yang terhenti pengajiannya bagi sesuatu semester atas sebab kes gangguan kesihatan berasaskan laporan perubatan yang diiktiraf oleh Universiti.

TD (Tarik Diri)

Diberi kepada pelajar yang telah diluluskan untuk berhenti secara sukarela daripada meneruskan pengajian di UNIMAS.

KT (Kursus Tambahan)

Diberi kepada kursus yang diikuti oleh pelajar sebagai tambahan kepada kursus yang diwajibkan. Pelajar mengikuti dan mengambil penilaian bagi kursus berkenaan. Nilai Gred bagi kursus ini akan diambil kira dalam pengiraan PNG dan PNGK tetapi bilangan kredit kursus tambahan tidak diambil kira bagi maksud pengijazahan. Pendaftaran atau pertukaran status ke Kursus Tambahan hendaklah dilakukan selewat-lewatnya pada minggu kedua (2) sesuatu semester.

R_n (Kursus Ulangan)

Simbol ini dicatat dalam slip keputusan semester bagi kursus yang telah diulang selepas diambil tetapi gagal. Hanya kredit dan nilai gred terkini kursus yang diulangi akan diambil kira dalam pengiraan PNG dan PNGK. Simbol _n selepas huruf R adalah menunjukkan berapa kali kursus berkenaan telah diulang.

KB_n (Kursus Baiki)

Simbol ini dicatatkan bagi kursus yang diambil untuk memperbaiki gred bagi kursus yang pernah diambil sebelumnya. Gred terbaik akan diambil kira untuk pengiraan PNG dan PNGK. Simbol _n selepas huruf KB adalah menunjukkan berapa kali kursus berkenaan telah dibaiki.

PG (Pindah Gred)

Simbol ini dicatat dalam slip/transkrip pelajar bagi senarai kursus yang telah diluluskan pemindahan gred.

10.2.2 Gred dan nilai gred yang diberi bagi sesuatu kursus adalah seperti dalam jadual berikut:

Gred	Julat Markah	Nilai Gred	Taraf Pencapaian
			Kursus Teras/Generik/Elektif
A	80-100	4.00	Lulus Cemerlang
A-	75-79	3.67	
B+	70-74	3.33	Lulus Kepujian
B	65-69	3.00	
B-	60-64	2.67	Lulus Baik
C+	55-59	2.33	
C	50-54	2.00	
C-	45-49	1.50	Gagal
D	40-44	1.00	
F	< 40	0.00	

Jadual Gred di atas adalah berkuatkuasa ke atas pelajar kemasukan sesi akademik 2010/2011 dan ke atas.

- Bagi tujuan penggunaan sistem gred di atas, penentuan gred adalah berdasarkan kepada lengkok piawai taburan gred.
- Bagi Program Perubatan sistem gred adalah berpandukan buku peraturan penilaian program tersebut.

10.3 Keputusan Penilaian

10.3.1 Pencapaian seseorang pelajar bagi sesuatu semester ditunjukkan dengan Purata Nilai Gred (PNG). Pencapaian keseluruhan pelajar dalam sesuatu program ditunjukkan dengan Purata Nilai Gred Kumulatif (PNGK). Kaedah pengiraan PNG dan PNGK adalah seperti berikut:

Purata Nilai Gred (PNG)

$$\text{PNG} = \frac{\text{Jumlah Nilai Gred dalam sesuatu semester}}{\text{Jumlah Kredit semua kursus untuk semester tersebut}}$$

di mana:

$$\text{Jumlah Nilai Gred} = \text{Nilai Gred} \times \text{Kredit Kursus}$$

Purata Nilai Gred Kumulatif (PNGK)

$$\text{PNGK} = \frac{\text{Jumlah Semua Nilai Gred dalam sesuatu semester}}{\text{Jumlah Semua Kredit semua kursus untuk semester berkenaan}}$$

Contoh pengiraan PNG dan PNGK adalah seperti di Lampiran 2.

- 10.3.2 Semua kursus diambil kira dalam pengiraan PNG dan PNGK kecuali kursus yang tidak diberi gred.
- 10.3.3 Gred dan nilai gred muktamad bagi setiap kursus pada setiap semester yang diperolehi oleh seseorang pelajar akan dicatat dalam rekod akademiknya. Pelajar yang mendapat PNG 3.50 dan ke atas untuk satu-satu semester dengan mengambil minimum 12 kredit dan bergred layak dianugerahkan Sijil Kepujian Dekan.

10.4 Penilaian Ulangan Khas

- 10.4.1 Penilaian Ulangan Khas bagi sesuatu kursus yang diambil pada semester terakhir pengajian boleh diberikan kepada pelajar yang memerlukan kurang daripada 8 kredit untuk tujuan bergraduasi.
- 10.4.2 Pelajar yang layak hendaklah mengemukakan permohonan kepada Dekan Fakulti yang menawarkan kursus berkenaan dengan menyertakan bayaran yuran per kredit yang ditetapkan.
- 10.4.3 Permohonan pelajar untuk menduduki penilaian ulangan khas adalah tertakluk kepada kelulusan Dekan Fakulti.
- 10.4.4 Penilaian Ulangan Khas mesti diadakan dalam masa dua (2) minggu selepas mesyuarat Jawatankuasa Pemeriksa Fakulti berkenaan.
- 10.4.5 Silabus untuk Penilaian Ulangan Khas adalah komprehensif, meliputi topik yang diajar dari awal hingga akhir semester.
- 10.4.6 Penilaian Ulangan Khas yang berbentuk peperiksaan secara komprehensif sahaja dibenarkan dan pemarkahan diambil berdasarkan gred maksimum iaitu C.

10.5 Penangguhan Penilaian

- 10.5.1 Pelajar yang sakit atau menghadapi masalah lain sewaktu penilaian diadakan, boleh memohon kepada Fakulti untuk menangguhkannya. Permohonan tersebut hendaklah dibuat tidak lewat dari 48 jam selepas penilaian itu diadakan.
- 10.5.2 Permohonan untuk menangguhkan penilaian atas sebab kesihatan hendaklah disertakan dengan sijil perubatan daripada Doktor Kerajaan, Pegawai Perubatan Universiti atau Doktor Panel Universiti sahaja. Mana-mana

perakuan lain yang bukan Doktor Panel Universiti mestilah diperaku oleh Doktor Panel Universiti. Permohonan atas sebab lain boleh dipertimbangkan atas budi bicara Fakulti. Penilaian gantian boleh diatur berdasarkan kepada merit kes-kes tertentu.

10.6 Rayuan Menyemak Semula Keputusan Penilaian Kursus

- 10.6.1 Rayuan untuk menyemak semula keputusan penilaian sesuatu kursus hendaklah dikemukakan kepada Dekan Fakulti berkenaan selepas keputusan sementara dikeluarkan oleh pihak Fakulti dengan mengemukakan resit bayaran berjumlah **RM30.00 (tidak akan dikembalikan)** per kursus.
- 10.6.2 Keputusan penilaian semula hendaklah disahkan oleh Jawatankuasa Pemeriksa Fakulti dan Jawatankuasa Perancangan dan Pembangunan Akademik (JPPA) sebelum dikemukakan untuk kelulusan Senat.
- 10.6.3 Setiap keputusan yang dibuat berpandukan kaedah ini adalah **muktamad** dan **tiada** rayuan akan dilayan selepas pengesahan Senat.

10.7 Pengumuman Keputusan Semester

- 10.7.1 Keputusan pencapaian akademik pelajar bagi setiap semester akan diumumkan dalam tempoh yang ditetapkan oleh Universiti.
- 10.7.2 Slip keputusan penilaian akan diedar kepada pelajar melalui Fakulti masing-masing. Bagi pelajar tahun akhir yang telah diluluskan oleh Senat untuk layak bergraduat (tertakluk kepada penjelasan hutang dengan Universiti), slip keputusan penilaian berkenaan akan dihantar ke alamat terkini yang terdapat dalam pangkalan data SPP Universiti.
- 10.7.3 Pelajar adalah bertanggungjawab untuk memaklumkan kepada Universiti dari semasa ke semasa sebarang perubahan maklumat peribadi pelajar bagi tujuan pengemaskinian data dan rekod dengan mengemaskinkan sendiri maklumat tersebut dalam e-Pelajar.
- 10.7.4 Permohonan cetakan semula slip keputusan penilaian boleh dibuat dengan rasmi kepada pihak Universiti dengan mengemukakan resit bayaran berjumlah **RM5.00/slip**.

11. STATUS AKADEMIK PELAJAR

11.1 Kelayakan Meneruskan Pengajian

Keputusan penilaian semester (kecuali bagi Program Perubatan yang berdasarkan keputusan akhir tahun) akan menentukan kelayakan seseorang pelajar untuk meneruskan pengajian. Seseorang pelajar boleh diberi status **Lulus, Lulus Mengulang Kursus (LMK), Lulus Bersyarat (LB) dan Gagal dan Diberhentikan (GB).**

11.1.1 Lulus (L)
Pelajar diberi status **Lulus** dan dibenar meneruskan pengajian jika mendapat **PNGK 2.00** atau lebih kecuali bagi Program Perubatan yang mempunyai syarat-syarat tambahan seperti yang telah ditetapkan di Fakulti berkenaan.

11.1.2 Lulus Mengulang Kursus (LMK)
Pelajar diberi status **Lulus Mengulang Kursus** jika mendapat **PNGK 2.00** atau lebih tetapi **Gagal** dalam sesuatu kursus dan perlu mengulang semula kursus berkenaan.

11.1.3 Lulus Bersyarat (LB)

Pelajar diberi status **Lulus Bersyarat** jika mendapat **PNGK di antara 1.75 dan 1.99**. Pelajar sedemikian akan diberi amaran supaya meningkatkan PNG dan PNGKnya ke paras 2.00 atau lebih pada semester berikutnya.

11.1.4 Gagal dan Diberhentikan (GB)

Pelajar diberi status **Gagal dan Diberhentikan (GB)** jika:

- (a) Mendapat **PNGK kurang dari 1.75** pada sesuatu semester; atau
- (b) Gagal meningkatkan PNGK ke paras 2.00 atau lebih setelah mendapat taraf **Lulus Bersyarat** pada semester sebelumnya; atau
- (c) Gagal meningkatkan **PNGK ke paras 2.00** atau lebih setelah mendapat status **Gagal dan Diberhentikan (GB)** pada semester sebelumnya dan dibenar untuk meneruskan semula pengajian; atau
- (d) Mengulang Kursus Teras sebanyak 3 kali tetapi masih gagal; atau
- (e) Bagi Program Perubatan, mengulang tahun pengajian selama 2 kali berturut-turut tetapi masih gagal.

11.1.5 Gagal dan Mengulang Tahun (Program Perubatan sahaja)

Pelajar yang gagal lebih daripada dua blok/dua penempatan pengajian dalam satu tahun pengajian perlu mengulang tahun pengajian kecuali Tahun Satu. (Rujuk Buku Panduan Akademik Program Perubatan)

11.2 Meneruskan Pengajian setelah Mendapat Status Gagal dan Diberhentikan (GB)

Pelajar yang diberikan status Gagal dan Diberhentikan dan telah diluluskan untuk meneruskan pengajian adalah tertakluk kepada perkara berikut:

11.2.1 Tawaran Semula (*Clean Slate*) untuk Pelajar Tahun 1

Pelajar tahun 1 akan ditawarkan semula secara *clean slate*. Pelajar yang telah lulus dalam kursus pengukuhan boleh memohon melalui Dekan Fakulti masing-masing untuk memindahkan gred.

11.2.2 Tawaran lain (Bukan *Clean Slate*) untuk Pelajar Bukan Tahun 1

(a) Meneruskan Pengajian dalam Program yang Sama

Pelajar akan meneruskan pengajian dengan menyambung pengajian ke semester yang seterusnya berdasarkan PNGK yang terkini sebelum status GB. Kesemua kursus yang telah diambil dan lulus boleh diambil kira kecuali bagi kursus yang gagal, pelajar hendaklah mengambil semula kursus tersebut.

(b) Meneruskan Pengajian Bukan Dalam Program yang Sama

Pelajar akan meneruskan pengajian dengan menyambung pengajian ke semester yang seterusnya. Pelajar boleh memohon untuk memindahkan gred bagi kursus Pelengkap, Generik dan Pengukuhan yang lulus sahaja ke semester yang seterusnya.

11.3 Mengulang Untuk Menebus Kursus Gagal

- 11.3.1** Pelajar yang gagal dalam sesuatu kursus hendaklah mengulang kursus tersebut sehingga lulus.
- 11.3.2** Menebus dengan kursus lain di bawah kategori yang sama sekiranya kursus tersebut tidak ditawarkan lagi.
- 11.3.3** **Kursus Teras boleh diulang sebanyak 3 kali sahaja.** Pelajar yang masih gagal kursus teras setelah mengulang sebanyak 3 kali akan diberi status Gagal dan Diberhentikan (GB).

Kursus Elektif yang gagal boleh diulang atau diganti dengan mana-mana kursus elektif lain dan kredit kursus yang gagal diambil kira dalam pengiraan PNGK.
- 11.3.4** Bagi setiap kursus yang diulang, hanya gred yang **terkini** diambil kira dalam pengiraan PNG dan PNGK. Gred lain dicatat sebagai rekod sahaja.
- 11.3.5** Pelajar perlu membayar yuran bagi setiap kali kursus diulang atau diganti.
- 11.3.6** Yuran Kursus Ulangan tidak akan dikembalikan sekiranya pelajar menggugurkan kursus tersebut selepas minggu keempat perkuliahan.

11.4 Mengulang Untuk Memperbaiki Gred/PNGK

- 11.4.1** Pelajar boleh mengulang sesuatu kursus yang telah lulus untuk memperbaiki gred kursus berkenaan, tertakluk kepada kelulusan Fakulti/Pusat.
- 11.4.2** Pelajar boleh mengulang semula sehingga mendapat gred yang memuaskan dalam tempoh maksimum pengajian yang ditetapkan.
- 11.4.3** Gred yang terbaik diambil kira dalam pengiraan PNG/PNGK.
- 11.4.4** Pelajar perlu membayar yuran bagi setiap kali kursus diulang/dibaiki.
- 11.4.5** Yuran Kursus Baiki tidak akan dikembalikan sekiranya pelajar menggugurkan kursus tersebut.

12. ETIKA AKADEMIK

- 12.1** Pelajar yang meniru hasil kerja orang lain atau tidak mengiktiraf kerja orang lain (plagiat) untuk tujuan tugas atau ujian akan dikenakan tindakan tatatertib.
- 12.2** Pelajar juga tidak dibenarkan bersubahat dalam peniruan atau penipuan yang dinyatakan dalam Perkara 12.1.
- 12.3** Pelajar yang melanggar peraturan Universiti dan disabitkan kesalahan oleh Jawatankuasa Tatatertib (Akademik) Universiti boleh dikenakan hukuman berpandukan kepada Akta Universiti dan Kolej Universiti (AUKU) 1971 (Pindaan 2009) di dalam Kaedah-kaedah Universiti Malaysia Sarawak (Tatatertib Pelajar Pelajar) 1999.
 - 12.3.1** Pelajar yang disabitkan kesalahan tatatertib tidak layak mendapat Kepujian Dekan bagi semester berkenaan walaupun telah memenuhi syarat-syarat yang dinyatakan pada Perkara 10.3.3.
- 12.4** Pelajar perlu mematuhi Peraturan Kecil Penilaian Fakulti yang berkuat kuasa semasa.

13. PENANGGUHAN PENGAJIAN

- 13.1** Pelajar berdaftar boleh memohon untuk menangguhkan pengajian dengan kelulusan Dekan sebelum penghujung minggu kedua (2) sesuatu semester. Penangguhan pengajian pelajar mengikut semester boleh dipohon berturut-turut bagi satu sesi pengajian. Walau bagaimanapun, kelulusan untuk pelajar menangguh pengajian adalah terhadap kepada tiga kali sahaja (3 semester) sepanjang tempoh pengajian.
- 13.2** Permohonan penangguhan selepas minggu kedua (2) pengajian dalam sesuatu semester tidak akan dipertimbangkan kecuali yang melibatkan kes gangguan kesihatan dan masalah yang terdesak sahaja.
 - 13.2.1** Seseorang pelajar yang sakit untuk tempoh yang agak lama boleh diberi penangguhan pengajian untuk semester tertentu oleh Dekan Fakulti. Dalam kes seperti ini perakuan daripada Doktor Perubatan adalah diperlukan. Perakuan yang bukan daripada Doktor Perubatan boleh dipertimbangkan dalam kes tertentu selepas pelajar berkenaan menjalani rawatan Doktor Perubatan terlebih dahulu. Dalam kes sakit jiwa, kelulusan untuk mendaftar semula adalah tertakluk kepada perakuan Doktor Perubatan yang berkenaan.

- 13.2.2 Doktor Perubatan yang merawat pelajar berkenaan mestilah terdiri daripada Doktor Kerajaan, Pakar Perubatan Universiti, Doktor Universiti, Doktor Panel Universiti atau doktor lain yang diiktiraf oleh Universiti.
- 13.2.3 Seseorang pelajar yang menghadapi masalah selain daripada Perkara 13.2.1 di atas boleh juga diberi penangguhan pengajian untuk sesuatu semester tertakluk kepada kelulusan Dekan Fakulti.
- 13.2.4 Tempoh penangguhan tidak diambil kira dalam tempoh maksimum pengajian pelajar.
- 13.2.5 Pelajar yang telah diberi penangguhan pengajian akan hilang tarafnya sebagai pelajar Universiti selama tempoh penangguhan tersebut.
- 13.2.6 Bagi pelajar yang telah diluluskan menangguh pengajian tetapi telah membuat pembayaran yuran pengajian, yuran tersebut akan dibawa ke semester berikutnya tertakluk kepada kadar di bawah;

Minggu Perkuliahan	Kadar
Minggu 1 hingga 2	75%
Minggu 3 hingga 10	50%
Selepas minggu 10	0%

Nota : Pengiraan kadar yuran pengajian yang akan dibawa ke semester berikutnya dikira bermula daripada tarikh permohonan diterima daripada pelajar.

14. GANTUNG PENGAJIAN

- 14.1 Pelajar yang tidak mendaftar dan tidak memohon penangguhan sebelum berakhirnya minggu kedua (2) akan digantung pengajian pada semester berkenaan. Pelajar mesti mendaftar semula pada semester berikutnya.
- 14.2 Tempoh gantung pengajian diambil kira dalam pengiraan tempoh maksimum pengajian pelajar keseluruhannya.

15. DIBERHENTI DARI PENGAJIAN

- 15.1 Pelajar akan diberhentikan dari pengajian apabila:
 - (i) Pelajar gagal mendaftar semula sebelum penghujung minggu kedua (2) perkuliahan setelah diberi status gantung pengajian pada semester sebelumnya; dan

- (ii) Pelajar tidak memohon penangguhan pengajian pada semester berkenaan.
- Atau
- (iii) Pelajar telah melebihi tempoh maksimum pengajian.

16. PERTUKARAN PROGRAM PENGAJIAN (dalam Fakulti yang sama)

- 16.1 Pelajar yang telah mengesahkan pendaftaran dalam sesuatu program pengajian **TIDAK DIBENARKAN** bertukar program kecuali dengan syarat-syarat berikut:
 - (i) Pelajar telah menamatkan satu (1) semester pengajian;
 - (ii) Memperolehi PNGK sekurang-kurangnya 2.00;
 - (iii) Bergantung kepada kekosongan dalam program yang dipohon; dan
 - (iv) Pelajar mendapat kelulusan program yang menerima dan mendapat pelepasan dari program asal.
- 16.2 Kebenaran untuk bertukar program dalam Fakulti yang sama dan penentuan semester untuk memulakan program baru yang terlibat adalah tertakluk kepada kelulusan Dekan Fakulti.
- 16.3 Gred Penilaian kursus-kursus yang telah diikuti dalam program sebelumnya akan lupus **kecuali** kursus yang diluluskan untuk pemindahan gred oleh program penerima.
- 16.4 Permohonan pertukaran program boleh dibuat selewat-lewatnya pada penghujung minggu kedua (2) perkuliahan sesuatu semester. Permohonan selepas minggu kedua (2) hanya akan dipertimbangkan untuk pertukaran pada semester berikutnya.

17. PERTUKARAN FAKULTI

- 17.1 Pelajar yang telah mengesahkan pendaftaran dalam sesuatu Fakulti **TIDAK DIBENARKAN** bertukar Fakulti kecuali dengan syarat-syarat berikut;
 - (i) Pelajar telah menamatkan satu (1) semester pengajian;
 - (ii) Memperolehi PNGK sekurang-kurangnya 2.00;
 - (iii) Bergantung kepada kekosongan dalam Fakulti yang dipohon; dan
 - (iv) Pelajar mendapat kelulusan Fakulti yang menerima dan mendapat pelepasan dari Fakulti asal.
- 17.2 Gred Penilaian kursus-kursus yang telah diikuti dalam program di Fakulti sebelumnya akan lupus **kecuali** kursus yang diluluskan untuk pemindahan gred oleh Fakulti penerima.

- 17.3 Permohonan pertukaran Fakulti boleh dibuat dengan sokongan Dekan Fakulti selewat-lewatnya pada penghujung minggu kedua (2) sesuatu semester. Permohonan selepas minggu kedua (2) hanya akan dipertimbangkan untuk pertukaran pada semester berikutnya.

18. **PERTUKARAN UNIVERSITI**

- 18.1 Pelajar yang telah mengesahkan pendaftaran dalam sesuatu program di Universiti Malaysia Sarawak **TIDAK DIBENARKAN** bertukar program ke universiti lain. Jika pelajar ingin mendaftar di universiti lain, pelajar tersebut hendaklah memohon untuk menarik diri daripada mengikuti program pengajiannya dengan membuat permohonan bertulis kepada Dekan Fakulti. Surat kelulusan menarik diri akan dikeluarkan oleh Bahagian Pengajian Prasiswazah.

19. **RAYUAN MENERUSKAN PENGAJIAN**

- 19.1 Pelajar yang diberi status **Gagal dan Diberhentikan (GB)** bagi sesuatu semester boleh mengemukakan rayuan terhadap keputusan tersebut.
- 19.2 Hanya pelajar yang berstatus **GB** kali pertama sahaja dibenarkan untuk membuat rayuan meneruskan pengajian.
- 19.3 Setiap rayuan hendaklah dikemukakan kepada Timbalan Naib Canselor (Akademik & Antarabangsa) dalam tempoh **satu (1) minggu** selepas Senat meluluskan keputusan peperiksaan semester berkenaan. Rayuan hendaklah disertakan dengan resit bayaran sebanyak RM30.00 seperti yang ditetapkan oleh Universiti.
- 19.4 Pelajar boleh mengemukakan surat sokongan daripada Kaunselor yang berkeelayakan/setaraf (jika perlu) sebagai dokumen sokongan rayuan.

20. **MENARIK DIRI ATAU BERHENTI TANPA MUDARAT**

- 20.1 Seseorang pelajar boleh menarik diri daripada mengikuti program pengajiannya dengan membuat permohonan bertulis kepada Dekan Fakulti. Surat kelulusan menarik diri akan dikeluarkan oleh Bahagian Pengajian Prasiswazah.
- 20.2 Bagi pelajar yang telah diluluskan menarik diri daripada pengajian tetapi telah membuat pembayaran yuran pengajian, yuran tersebut dikembalikan tertakluk kepada kadar berikut;

Minggu Perkuliahan	Kadar Dikembalikan
Minggu 1 hingga 2	75%
Minggu 3 hingga 10	50%
Selepas minggu 10	0%

Nota : Pengiraan kadar bayaran balik yuran pengajian dikira bermula daripada tarikh permohonan diterima daripada pelajar.

21. PENGANUGERAHAN IJAZAH

21.1 Seseorang pelajar mestilah memenuhi semua syarat berikut untuk bergraduat dan dianugerahkan Ijazah Sarjana Muda dengan Kepujian:

- (a) Lulus semua kursus yang disyaratkan bagi program berkenaan dalam tempoh yang ditetapkan;**
- (b) Mencapai PNGK sekurang-kurangnya 2.00;**
- (c) Mengumpul sekurang-kurangnya seratus dua puluh (120) kredit atau sejumlah kredit lain yang ditetapkan oleh Senat;**
- (d) Memenuhi semua kehendak Peraturan Akademik Pengajian Ijazah Sarjana Muda dengan kepujian;**
- (e) Diperakui supaya dianugerahkan Ijazah berkenaan oleh Jawatankuasa Pemeriksa Fakulti serta disahkan oleh Senat;**
- (f) Memenuhi syarat-syarat lain yang telah ditetapkan oleh Senat;**
- (g) Syarat klasifikasi Penganugerahan Kepujian Ijazah Sarjana Muda adalah atas pertimbangan Senat.**

21.2 Permohonan mencetak semula sijil gantian boleh dibuat dengan rasmi kepada Pendaftar Universiti Malaysia Sarawak dengan mengemukakan:

- (a) permohonan secara bertulis; dan**
- (b) resit bayaran/wang pos mengikut kadar yang ditetapkan oleh Universiti**

21.3 Permohonan mencetak semula transkrip boleh dibuat dengan rasmi kepada Pendaftar Universiti Malaysia Sarawak dengan mengemukakan:

- (a) permohonan secara bertulis; dan**
- (b) resit bayaran/wang pos mengikut kadar yang ditetapkan oleh Universiti.**

22. YURAN

- 22.1 Pelajar dikehendaki membayar yuran pengajian yang telah ditetapkan sepenuhnya sebelum atau pada waktu mendaftar.
- 22.2 Butiran yuran yang perlu dijelaskan oleh pelajar tempatan dan pelajar antarabangsa adalah seperti di Lampiran 3 dan 4.
- 22.3 Pelajar yang mendaftar kursus Tambahan/Baiki/Ulangan/Audit di samping kursus semasa akan dikenakan yuran berdasarkan jumlah kredit yang diambil seperti berikut;

Kursus Tambahan/Kursus Audit/Yuran per kredit

Sastera	-	RM40.00/kredit
Sains/Kejururawatan	-	RM50.00/kredit
Perubatan	-	RM70.00/kredit

Kursus Baiki/Ulangan

Sastera	-	RM30.00/kredit
Sains/Kejururawatan	-	RM40.00/kredit
Perubatan	-	RM60.00/kredit

- 22.4 Yuran berdasarkan kredit yang diambil juga akan dikenakan kepada pelajar yang mengambil 11 kredit dan ke bawah pada semester akhir tahun akhir pengajian. Pengiraan kredit ini adalah termasuk kredit bagi semua kursus yang berstatus Sedang Maju (SM) dari semester sebelumnya. Pelajar semester akhir tahun akhir pengajian perlu menjelaskan keseluruhan yuran sebelum memohon kelulusan bagi mendapatkan pembayaran yuran per kredit. Permohonan hendaklah dikemukakan selewat-lewatnya pada penghujung minggu ke-4 semester berkenaan. Kadar yuran berdasarkan jumlah kredit adalah seperti di Perkara 22.3.
- 22.5 Pembayaran yuran untuk Kursus Baiki/Ulangan/Tambahan/Audit hendaklah dibuat di Pejabat Bendahari dan resit perlu dikemukakan ke Bahagian Pengajian Prasiswazah sebelum atau pada minggu ke-4 pada semester semasa. Permohonan yang dibuat selepas tempoh tersebut tidak akan dipertimbangkan.

Nota : Sekiranya berlaku percanggahan di antara versi Bahasa Melayu dengan versi Bahasa Inggeris, versi Bahasa Melayu akan digunapakai.

Tatacara Pendaftaran Pelajar Semasa

Minggu Perkuliahan	Peruntukan
1. Minggu Pertama	Pelajar dikenakan bayaran pendaftaran lewat RM50.00
2. Minggu ke-2	<div><div>i. Pelajar perlu memohon kelulusan secara bertulis kepada Dekan Fakulti dan</div><div>ii. Pelajar dikenakan bayaran pendaftaran lewat RM50.00</div></div>
3. Minggu ke-3 dan seterusnya	Digantung pengajian (tanpa alasan munasabah)

Tatacara Pendaftaran Antarsesi

Minggu Perkuliahan	Peruntukan
1. Minggu Pertama	Dikenakan bayaran pendaftaran lewat RM50.00
2. Minggu ke-2 dan seterusnya	Pendaftaran tidak dibenarkan sama sekali

Contoh Pengiraan Purata Nilai Gred (PNG) dan Purata Nilai Gred Kumulatif (PNGK)

1. Pengiraan Purata Nilai Gred (PNG)

Semester 1

Kod Kursus	Kredit	Gred	Nilai Gred	Jumlah Nilai Gred
EBM1013	3	B+	3.33	9.99
EBQ1013	3	B	3.00	9.00
EBF1013	3	A-	3.67	11.01
SSX0012	2	A	4.00	8.00
	11			38.00

Purata Nilai Gred (PNG)

$$\text{PNG} = \frac{\text{Jumlah nilai gred dalam sesuatu semester}}{\text{Jumlah kredit semua kursus untuk semester berkenaan}}$$
$$= \frac{38.00}{11}$$
$$= 3.45$$

2. Pengiraan Purata Nilai Gred Kumulatif (PNGK)

Semester 2

Kod Kursus	Kredit	Gred	Nilai Gred	Jumlah Nilai Gred
EBF1023	3	B	3.00	9.00
EBQ1023	3	B-	2.67	8.01
PBF1012	2	A	4.00	8.00
SSX0022	2	A	4.00	8.00
	10			33.01

$$\text{PNG} = \frac{\text{Jumlah semua nilai gred yang diperolehi hingga kini}}{\text{Jumlah semua kredit yang diambil hingga kini}}$$
$$= \frac{38.00 + 33.01}{11 + 10}$$
$$= \frac{71.01}{21}$$
$$= 3.38$$

Panduan Standard Program Peringkat Sarjana Muda Bil. 1 terbitan Bahagian Jaminan Kualiti, Jabatan Pengajian Tinggi, Kementerian Pendidikan Tinggi Malaysia, September 2003:

Bidang	% Teras	% Elektif	% Generik
Perniagaan dan Pengurusan	50 – 60	40 – 60	-
Ekonomi	40 – 70	5 – 10	5 – 10
Teknologi Maklumat dan Komunikasi	40 – 60	25 – 30	5 – 8
Kejuruteraan	70 – 85	2 – 7	15 – 25
Sains dan Perubatan	60 – 70	5 – 10	5 – 10
Sains Sosial	60	15 – 20	5 - 10
Peraturan Akademik UNIMAS	50 – 85	5 – 30	5 - 25

BUTIRAN YURAN UNTUK PELAJAR BARU SEMESTER 1 SESI 2012/2013

Butir-butir Yuran	Yuran Tidak Berulang (RM)	Takaful (RM) (setahun sekali)	Pengajian (RM)	Kesihatan (RM)	Makmal (RM)	Tabung Kebajikan (RM)	Senggang (RM)	Penginapan (RM)	Pengangkutan	Jumlah (RM)
Fakulti Ekonomi dan Perniagaan	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00
Fakulti Kejuruteraan	330.00	6.00	700.00	25.00	50.00	5.00	25.00	399.00	30.00	1570.00
Fakulti Perubatan dan Sains Kesihatan										
- Perubatan	330.00	6.00	900.00	25.00	50.00	5.00	25.00	357.00	30.00	1728.00
- Kejururawatan	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Fakulti Sains Kognitif dan Pembangunan Manusia	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Fakulti Sains Komputer dan Teknologi Maklumat	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Fakulti Sains Sosial	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00
Fakulti Sains dan Teknologi Sumber	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Fakulti Seni Gunaan dan Kreatif	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00

Yuran Tidak Berulang

Pendaftaran	:	RM20.00
Minggu Aluan Pelajar	:	RM270.00
Kad Matrik	:	RM10.00
Alumni	:	RM30.00
Jumlah	:	RM330.00

BUTIRAN YURAN UNTUK PELAJAR BARU SEMESTER 1 SESI 2012/2013 (Pelajar Antarabangsa)

Butir-butir Yuran	Yuran Tidak Berulang (RM)	Insuran (RM) (setahun sekali)	Pengajian (RM)	Kesihatan (RM)	Makmal (RM)	Tabung Kebajikan (RM)	Senggang (RM)	Penginapan (RM)	Pengangkutan	Jumlah (RM)
Fakulti Ekonomi dan Perniagaan	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00	RM15 sehari (Bilik Single) RM10 sehari (Bilik Kongsi)	90.00	5045.00*
Fakulti Perubatan dan Sains Kesihatan - Kejururawatan	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00*
Fakulti Sains Kognitif dan Pembangunan Manusia - Sains Kognitif	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00*
Fakulti Sains Komputer dan Teknologi Maklumat	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00*
Fakulti Sains Sosial	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00		90.00	5045.00*
Fakulti Sains dan Teknologi Sumber	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00*
Fakulti Seni Gunaan dan Kreatif	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00		90.00	5045.00*

Nota

*Belum termasuk Yuran Penginapan

CONTOH BORANG-BORANG YANG BERKAITAN



Bahagian Pengajian Prasiswazah

BORANG PERUBAHAN MAKLUMAT PERIBADI PELAJAR

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Perubahan nama (sila kemukakan salinan Kad Pengenalan)

A. Butir-butir Pelajar

1. Nama/No. Matrik: _____
2. Fakulti/Program : _____
3. No.K/P : _____
4. No. Telefon/HP: _____

B. Maklumat Peribadi Terkini :

1. _____
2. _____
3. _____

Tandatangan

Tarikh

(Ruang ini untuk kegunaan pejabat)

C. Tindakan BPPs:

Tarikh Tindakan Diambil: _____

Nama & Tandatangan

Tarikh



Bahagian Pengajian Prasiswazah

PERMOHONAN PERTUKARAN PROGRAM/FAKULTI

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter atau laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Bagi pelajar tajaan PTPTN yang diluluskan pertukaran program/fakulti, hendaklah mengemukakan dokumen seperti dibawah kepada pihak PTPTN iaitu:
 - a) surat rasmi permohonan pertukaran program/fakulti dari pelajar;
 - b) surat rasmi makluman kelulusan pertukaran program/fakulti dan tidak mengulang semester dan
 - c) satu (1) salinan keputusan peperiksaan setiap semester (yang telah disahkan).

A. Maklumat Peribadi

Nama: _____

No. Matrik: _____ Program: _____

Fakulti: _____ PNGK: _____ No. Telefon/HP: _____

B. Butiran Pertukaran :

Program Baru: _____ Fakulti Baru : _____

Alasan:

C. Kelulusan Fakulti/Program Asal

Ulasan Fakulti/Ketua Program/Mentor:

Nama & Tandatangan

Tarikh

Ulasan & Kelulusan Dekan:

Nama & Tandatangan Dekan Fakulti

Tarikh

D. Kelulusan Fakulti Penerima

i. Ulasan & Kelulusan Fakulti/Program Penerima:

ii. Tukar Program

☐ Tidak perlu mengulang semester
sebelumnya

☐ Perlu mengulang semester sebelumnya

Nama & Tandatangan
Dekan/Timbangan Dekan

Tarikh



Bahagian Pengajian Prasiswazah

BORANG PENDAFTARAN KURSUS DI LUAR JULAT SEMESTER _____ SESI _____

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Permohonan pendaftaran kursus melebihi jumlah kredit yang ditetapkan hendaklah mendapat kelulusan Jawatankuasa Akademik Fakulti.

1. Nama : _____
2. No. Matrik : _____ 3. No. Kad Pengenalan: _____
4. Fakulti : _____ 5. Program : _____

- (A) Pendaftaran Kursus: Sila semak butir-butir kursus yang ditawarkan. (*Catatkan "T" bagi Kursus Teras, "P" bagi Kursus Pelengkap, "G" bagi Kursus Generik, "U" bagi Kursus Audit, "KT" bagi Kursus Tambahan, "TRi" bagi Kursus Teras Ulangan, "GRi" bagi kursus Generik Ulangan, "PRi" bagi kursus Pelengkap Ulangan, "KBi" bagi kursus Baiki).

Bil.	Kod Kursus	Nama Kursus	Taraf Kursus	Kredit
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Jumlah Kredit yang didaftarkan :

Tandatangan _____

Tarikh _____

- (B) Kelulusan Jawatankuasa Akademik Fakulti

PendaftaranKursus:

Kursus	Kredit
Teras	
Pelengkap	
Generik	
Tambahan	
Ulangan/Baiki	
Jumlah	

Pendaftaran kursus diluluskan/tidak diluluskan.

Tandatangan dan cop
Pengerusi, Jawatankuasa Akademik Fakulti

Tarikh _____

**Borang Perakuan Jawatankuasa Akademik Fakulti Untuk
Permohonan Pendaftaran Kursus di luar Julat**

Nama : _____
No. Matrik : _____
Tahun Pengajian : _____
Program : _____
PNGK : _____

Permohonan

Bilangan kredit yang dipohon -

Alasan

.....
(Tandatangan)

Tarikh: _____

.....
(untuk tindakan fakulti)

Keputusan Permohonan

Dimaklumkan bahawa Jawatankuasa Akademik Fakulti yang bersidang pada _____ telah meneliti dan membincangkan permohonan pelajar di atas. Keputusan permohonan adalah:

☐

LULUS

☐

TIDAK DILULUSKAN

Catatan

Pengesahan

Pengerusi
Jawatankuasa Akademik Fakulti

Tarikh :



Bahagian Pengajian Prasiswazah

BORANG PERMOHONAN PINDAH KREDIT (PK) KURSUS

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Sila lampirkan salinan slip/transkrip dan silibus kursus setara yang dipohon.
3. Borang permohonan yang telah dilengkapi (maklumat A & B; kecuali yang bertanda*) hendaklah dimajukan ke Fakulti yang menawarkan kursus berkenaan.
4. Sila kemukakan borang yang telah mendapat kelulusan PK kepada staf di Fakulti masing-masing.
5. Maklum balas permohonan PK akan dimaklumkan oleh Fakulti selewat-lewatnya pada minggu tambah/gugur kursus.

A) Maklumat Pemohon

1. Nama : _____
2. No. Matrik : _____
3. No. Kad Pengenalan : _____
4. Program : _____
5. Fakulti: _____

B) Butiran Kursus

Senarai Kursus yang dipohon				Senarai Kursus yang Setara							
Bil	Kod Kursus	Nama Kursus	Taraf	Kod Kursus	Nama Kursus	Kredit	Gred	Institusi	Tahun ambil	Semester/Sesi PindahKredit (PK) dibuat (Contoh: Sem 2 Sesi 2002/2003)	Kelulusan Fakulti*

Jumlah Kredit Kursus yang mendapat kredit pindah: _____

* Ruangan ini untuk ditandatangani oleh Fakulti bagi kursus yang mendapat Pindah Kredit sahaja.

(C) Tindakan Fakulti

- 1) Ulasan/komen (jika ada):

- 2) Pengesahan Dekan Fakulti

Tandatangan
(Nama dan Cop Rasmi Dekan)

Tarikh

s.k - Bahagian Pengajian Prasiswazah
- Fakulti pelajar berkenaan



Bahagian Pengajian Prasiswazah

BORANG PERMOHONAN YURAN PER KREDIT

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Sila kemukakan permohonan yang lengkap ke BPPs dalam satu (1) salinan

A) Maklumat Pemohon

Nama: _____ No. Matrik: _____

Program: _____ Fakulti: _____ No. Telefon/HP: _____

Semester Akhir : (Semester 1/Semester 2) sila potong yang tidak berkenaan

B) Butiran Kursus Semester Akhir

Bil	Kod dan Nama Kursus	Taraf Kursus	Jam Kredit
Jumlah			

C) Untuk Tindakan BPPs

Keputusan Permohonan: **LULUS / TIDAK LULUS**

Jumlah Bayaran: RM _____ dan Yuran Berulang*

Disemak oleh:

Disahkan oleh:

Tandatangan Staf BPPS

Tandatangan dan Cop
Ketua Penolong Pendaftar/
Penolong Pendaftar Kanan/Penolong Pendaftar

Tarikh

Tarikh

*** Butir-Butir Yuran Berulang**

Semester 1

Takaful (RM)	Kesihatan (RM)	Makmal (RM)	Tabung Kebajikan (RM)	Senggang (RM)	Pengangkutan (RM)	Jumlah (RM)
6.00	25.00	50.00	5.00	25.00	30.00	141.00

Semester 2

Takaful (RM)	Kesihatan (RM)	Makmal (RM)	Tabung Kebajikan (RM)	Senggang (RM)	Pengangkutan (RM)	Jumlah (RM)
-	25.00	50.00	5.00	25.00	30.00	135.00

Nota:
Yuran di atas belum termasuk yuran kolej kediaman.



Bahagian Pengajian Prasiswazah

BORANG PERMOHONAN PINDAH GRED

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Sila lampirkan salinan surat kelulusan pertukaran program/Fakulti dan salinan slip penilaian bagi kursus yang berkaitan.
3. Permohonan dimajukan ke Fakulti/Program baru pelajar.

A) Maklumat Pemohon

1. No. Matrik : _____
2. Nama : _____
3. Fakulti _____
4. Program _____

B) Butiran Kursus dan Gred

Bil	Kod Kursus	Nama Kursus	Gred	Kelulusan Fakulti*

* Ruangan ini untuk tindakan oleh Fakulti/Program baru yang menerima pelajar berkenaan.

C) Tindakan Fakulti

- 1) Ulasan/komen (jika ada) :

- 2) Kelulusan Dekan Fakulti

Tandatangan
(Nama dan Cop rasmi Dekan)

Tarikh



Bahagian Pengajian Prasiswazah

BORANG RAYUAN SEMAK SEMULA GRED KURSUS

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Borang permohonan yang telah lengkap diisi (maklumat A & B) hendaklah dimajukan ke pejabat Dekan Fakulti yang menawarkan kursus berkenaan selepas keputusan sementara diumumkan. Permohonan selepas tempoh tersebut tidak akan dipertimbangkan.
3. Salinan resit pembayaran dan salinan slip keputusan hendaklah dikepilkan bersama-sama borang permohonan ini.
4. Maklumat C & D adalah untuk tindakan Fakulti.

A) Maklumat Pemohon

1. Nama: _____
2. No. Matrik: _____ 3. Fakulti: _____
4. Program: _____ 5. Tahun Pengajian: _____ 6. No. Telefon/HP : _____

B) Butiran Kursus

1. Kod Kursus dan Nama Kursus _____
2. Sesi/Semester: _____ 3. Gred Asal: _____
4. Ulasan Pemohon: _____

Tandatangan Pemohon

Tarikh

(Ruang ini untuk kegunaan pejabat sahaja)

C) Tindakan Fakulti

1. Keputusan rayuan semakan pelajar (perubahan gred jika ada): _____
2. Ulasan Jawatankuasa Pemeriksa Fakulti: _____

Nama & Tandatangan Staf

Tarikh

D) Disahkan oleh Dekan Fakulti

Catatan: _____

Tandatangan Dekan
(Nama dan Cop Rasmi)

Tarikh

s.k Bahagian Pengajian Prasiswazah



Bahagian Pengajian Prasiswazah

BORANG KEMASKINI GRED KURSUS ULANGAN/KURSUS BAIKI

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Salinan resit pembayaran dan slip asal keputusan hendaklah dikepilkan bersama-sama borang permohonan ini.

1. Butiran Urusan

2. Maklumat Peribadi

2.1. Nama: _____ 2.2. No Matrik: _____

2.3. Fakulti/Program: _____ 2.4. Tahun Pengajian: _____

2.5. Alamat Surat-Menyurat dan No. Telefon/HP

Tandatangan

Tarikh

(Ruang ini untuk kegunaan pejabat)

3. Tindakan:

3.1. Tarikh Tindakan Diambil: _____

3.2. Nama: _____ 3.3. Tandatangan: _____



Bahagian Pengajian Prasiswazah

BORANG PERMOHONAN MENCETAK SEMULA SLIP KEPUTUSAN PENILAIAN

Arahan

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswazah (BPPs).
2. Permohonan akan diproses dalam masa 3 hari bekerja.
3. Salinan resit pembayaran hendaklah dikepilkan bersama-sama borang permohonan ini.
4. Borang ini hanya untuk kegunaan pelajar aktif sahaja. (Bagi yang tidak aktif, sila buat permohonan bertulis terlebih dahulu ke Bahagian Pengajian Prasiswazah)

1 Maklumat Peribadi

1.1: Nama: _____

1.2: No. Matrik: _____

1.3: Program/Fakulti: _____

1.4: No Telefon/HP: _____

2 Butiran Permohonan

2.1 Keputusan Penilaian Semester /Sesi : _____

2.2 Bilangan/Salinan: _____

Tandatangan

Tarikh

(Ruang ini untuk kegunaan pejabat)

3 Tindakan BPPs:

Tarikh Tindakan Diambil: _____

Nama & Tandatangan

Tarikh



Bahagian Pengajian Prasiswasah

PERMOHONAN RAYUAN MENERUSKAN PENGAJIAN BAGI PELAJAR BERSTATUS GAGAL DAN DIBERHENTIKAN (GB)

Kepada : Timbana Naib Canselor (Akademik dan Antarabangsa)
Universiti Malaysia Sarawak
94300 Kota Samarahan
Sarawak

Arahan Kepada Pemohon

1. Sila isi borang ini dengan lengkap. Borang ini boleh diperolehi di kaunter dan laman sesawang Bahagian Pengajian Prasiswasah (BPPs) <http://www.bpps.unimas.my/academicforms.html>
2. Rayuan meneruskan pengajian setelah mendapat Status Gagal dan Diberhentikan (GB) hendaklah dikemukakan bersama dokumen berikut:
 - a) Slip keputusan penilaian semester; dan
 - b) Salinan resit asal bayaran proses rayuan meneruskan pengajian RM30.00

A) Maklumat Peribadi

Nama: _____ No. Matrik: _____
Program: _____ Fakulti: _____
PNG/PNGK: _____ / _____ No. Telefon/HP: _____

B) Butiran Pertukaran (hanya diisi sekiranya pelajar ingin memohon untuk bertukar program/fakulti sahaja)

Program Baharu : _____ Fakulti Baharu: _____

Alasan Pertukaran Program/Fakulti:

Nama & Tandatangan Pelajar

Tarikh

C) Ulasan Kaunselor

Nama & Tandatangan Kaunselor

Tarikh

D) Ulasan Dekan Fakulti Asal:

Nama & Tandatangan Dekan

Tarikh

- Tertakluk kepada Peraturan Akademik Pengajian Ijazah Sarjana Muda

vision

To become an exemplary university of internationally acknowledged stature and a scholarly institution of choice for both students and academics through the pursuit of excellence in teaching, research and scholarship.

mission

To generate, disseminate and apply knowledge strategically and innovatively to enhance the quality of the nation's culture and prosperity of its people.

faculty & centre

- :: Faculty of Economics and Business
- :: Faculty of Engineering
- :: Faculty of Medicine and Health Sciences
- :: Faculty of Resource Science and Technology
- :: Faculty of Cognitive Sciences and Human Development
- :: Faculty of Computer Sciences and Information Technology
- :: Faculty of Social Sciences
- :: Faculty of Applied and Creative Arts
- :: Centre for Language Studies

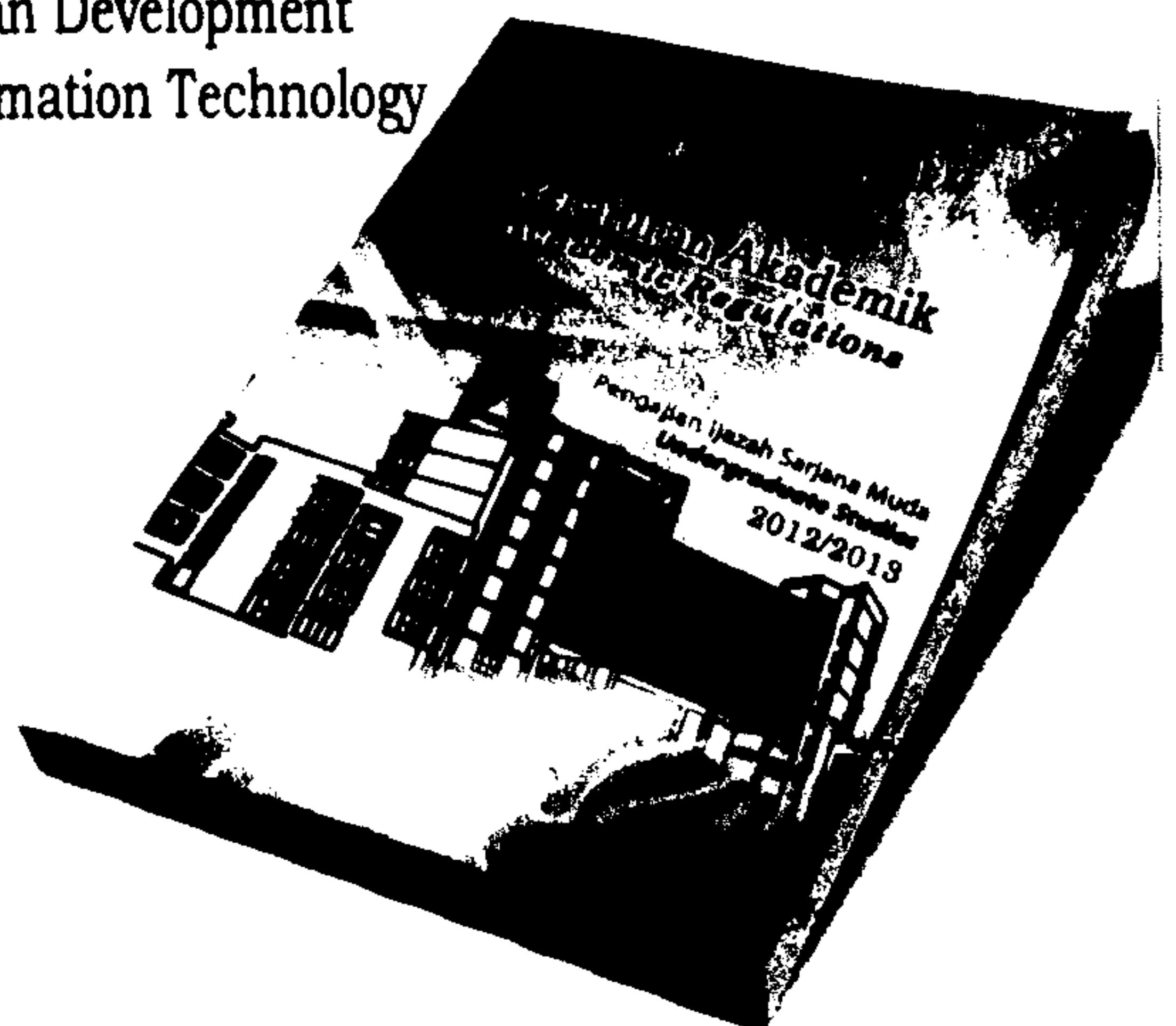


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1. GENERAL PROVISIONS

- 1.1 Undergraduate students are advised to know and fully understand the Academic Regulations of Undergraduate Studies and it is the responsibility of all undergraduate students to comply with all policies stated in this regulation.
- 1.2 The Senate as the highest academic body of the University, subject to its power, has the right to change / amend any of these rules from time to time when circumstances warrant it and it will be effective from the date of the amendment is confirmed by the Senate.
- 1.3 These rules binds all undergraduate students registered under the University, including international students, international students who are involved in student exchange program and students of the Cross-campus Programmes from Public Higher Education Institutions (IPTA).
- 1.4 Where the jurisdiction of implementation of these regulations is not specifically stated, it is then in the authority of the Senate. Authority of the Dean and Registrar is stated specifically in certain clauses of this rule.
- 1.5 Subject to Article 1.1, the exemption on any matter or part of the Academic Regulations is in the absolute power of the Senate.

2. DEFINITION OF KEY TERMS

“Academic Offences” is any violation of the Academic Regulations of Undergraduate Studies and University and University College Act (UUCA), 1971 (Amended 2009) in Methods of Universiti Malaysia Sarawak (Students Discipline) 1999.

“Academic Punishment” is the punishment imposed on students by the *Jawatankuasa Tata tertib (Akademik)* (Disciplinary Committee [Academic]) for academic offense.

“Academic Session” is the period of study which includes two semesters and one intersession and known as the University Academic Year.

“Active Students” are students who have completed student registration and course registration for the semester.

“Assessment” is a mechanism to measure students’ academic achievement.

“Audit Course” is a course that is registered by the student but the credit hours are not considered in the calculation of the total credit hours required for graduation and the calculation of cumulative grade point average.

“CGPA” (Cumulative Grade Point Average) is a measure of students’ academic achievement for the total semesters completed.

“Cheating” is to cheat or attempting to cheat or behave in a manner that can be construed as cheating, or attempting to cheat in an examination, during the examination.

“Clean Slate” is a second chance (once in a period of study) given to students to begin study in the same or a different programme by repealing the previous results/academic record.

“Continuous Assessment” is assessment carried out throughout the course and it includes the different kinds of coursework and final examination.

“Coordinator” is the academic officer appointed by the Vice Chancellor to coordinate a programme of study.

“Core Courses” are compulsory courses that must be taken by students in a programme.

“Course Registration” is the process of students registering for certain courses in a programme within a determined period.

“Course” is a subject offered by each programme and has a specific code.

“Coursework” is learning that may include but may not be limited to the projects, laboratory reports, practical attachment, assignments, quizzes, oral tests and field work for a course.

“Credit” is the value assigned to a course to represent the learning load of the course.

“Current Students” are students who have been through at least one semester of study at the University.

“Dean” is the head of the Faculty/Centre appointed by the Vice Chancellor.

“Dean’s Honours” is a recognition given by the Faculty to students who achieve academic excellence for a semester and obtained a GPA of 3.5 and above and have taken a minimum of 12 credits of courses with grade point.

“Deferment of Studies” is a temporary period when students are allowed to delay or not to follow the programme.

“Deputy Vice Chancellor (Academic and International)” is the main University officer who assists the Vice Chancellor in academic affairs.

“Disciplinary Committee (Academic)” is a committee chaired by the Deputy Vice Chancellor (Academic and International) and comprises of the Dean of Faculty/Centre. This Committee discusses cases of students who violate the academic and the Universities and University Colleges Act (AUKU), 1971 (Amended 2009) in Methods of Universiti Malaysia Sarawak (Discipline of Students) 1999.

“Examination Hall” is any place/space used for examination purposes.

“Examination” is any means or method of evaluation that assigns score or grade for a course or part of a course.

“Faculty Academic Committee” is chaired by the Dean and comprises of the Deputy Dean, Department Head, Program Coordinator, Lecturer and Assistant Registrar as the Secretariat/Secretary. The Committee will discuss issues related to academic matters.

“Faculty Examiners Committee” is chaired by the Dean and comprises of the Deputy Dean, Department Head, Program Coordinator, Lecturer and Assistant Registrar as the Secretariat/Secretary to endorse students’ results, amend the results if required and determine students who are qualified to graduate.

“Faculty” is the academic entity that offers academic programmes in the university, including any university centres or institutes that offer academic programmes.

“Failed course” is not achieving the minimum grade set by the University for a Course.

“Fees” are payment amount set by the University for a particular purpose.

“Generic Development Course” is a general university course aimed to develop students’ mind, attitude and personality.

“GPA” (Grade Point Average) is a measure of a student’s academic achievement in a semester.

“Head of Department” is the academic officer appointed by the Vice Chancellor to head a department in the Faculty.

“Inactive Students” are students who have not completed student registration and course registration.

“Inter-session” is a study period provided during the semester holiday at the end of the academic year.

“Learning Hours” is the amount of learning time required to meet credit requirements.

“Lecture” is the learning class of the course.

“Passing the Course” is achieving a minimum grade of a course determined by the University.

“Plagiarism” is the copying of ideas, words or information without acknowledging the original author and admitting it as one own work.

“Practical” is a study session in the laboratory/studio or at the field for a course.

“Programme” is a degree level field of study offered by the Faculty.

“Reinforcement Course” is a basic course that helps increase understanding and proficiency in a particular field.

“Semester” is a period of study (usually 17 weeks) determined by the Senate for teaching and learning activities.

“Senate” is the highest academic governing body of the University and is responsible for the general regulations for teaching, research and examination, and decisions on awarding of degrees, diplomas, certificates and other academic distinctions.

“SPP” (*Sistem Pengurusan Pelajar*) is an abbreviation for Student Management System. A real-time digitalised computer system that stores all information and data of all undergraduate students who are and have studied in the University.

“Student Registration” is the process of students registering for a programme, semester and settle tuition fee within a determined time.

“Student” is a person who has completed student registration at the University.

“Students Appeal Committee” is a Committee chaired by the Deputy Vice Chancellor (Academic and International) to consider and examine students’ appeal request to continue study after receiving Failed and Terminated (GB) decision for a particular semester.

“Transfer Credit” is the number of credits from other institutions that have been approved by the Faculty and considered for graduation.

“Transfer Grade” is a course grade that has been approved by the Faculty/ Centre to be included in calculating the CGPA.

“Tutorial” is the discussion session held between students and tutors/ lecturers/ facilitators.

“University Elective Courses” is a course taken either from other programmes within or outside the Faculty.

“University” is Universiti Malaysia Sarawak.

3. ACADEMIC SESSION

- 3.1 The University Academic Session is divided into two semesters (17 weeks per semester) and an inter-session (8 weeks).
- 3.2 Academic Session of the Medical Programme is divided into block systems and hospital posting. The annual Academic session of the Faculty of Medicine and Health Sciences has three academic blocks.

4. STUDENT REGISTRATION

4.1 New Student Registration

All students must register as a student in their respective programmes within the specified time. The study offer will be considered void if the candidate fails to do as instructed without any valid reasons accepted by the University.

4.2 Current Student Registration

- 4.2.1 Current Students must register for each semester of study/inter-session on or before the date determined by the University. Students who fail to complete the registration without valid reasons will be suspended.

Registration procedure is shown in **Appendix 1**.

- 4.2.2 Students who do not fulfil the predetermined minimum credit (see **Article 4.4.4**) will be de-registered and given **Postponement** status.
- 4.2.3 Students who have deferred/have been suspended from their studies should register in the following semester after the expiration of deferment/ suspension.
- 4.2.4 Registration of students is considered complete when students pay all current fees and all outstanding debts with the University for the previous semester.
- 4.2.5 Application for a copy of the letter of offer has to be accompanied by RM5.00 payment receipt.

4.3 Inter-session Registration

Current students must register for the programme on the dates determined by the University.

Registration procedure is shown in **Appendix 1**.

4.4 Course Registration

4.4.1 **The course registration is a must and students are fully responsible to register for courses that need to be taken in each semester through the Student Management System (SPP). Students are fully responsible for printing and to ensure the accuracy of the registered courses in the temporary registration slip. If there are errors, the student must report to the University latest by end of the fifth week (5th) of lecture for the correction.**

4.4.2 **Only courses that are offered in a particular semester can be registered for that semester.**

For the Medical Programme, only courses that are offered in a particular academic year can be registered for that year.

4.4.3 **For the Medical Programme students, the number of credit registered depends on the block or posting offered during the year.**

4.4.4 **Students are allowed to register between 8 to 22 credits per semester. The maximum credit for students who have the status of Conditional Pass (LB) is 12 credits. For students with a CGPA of 2.50 and below, the maximum credit allowed is 15 credits. Registration outside of this range (including students who apply to take more than 22 credits) requires the approval of the Faculty Academic Committee.**

4.4.5 **Students are allowed to add and drop courses until the end of the fourth (4th) week. Registering for and adding of courses after the fourth (4th) week of lecture is not permitted. Grades will not be given if a student fails to register for any course legally. The penalty for dropping courses after the fourth (4th) week are as follows:**

- i. **Semester 1 and 2 – A penalty of RM100.00 per course is imposed on students who drop course starting from the fifth (5th) week until the eight (8th) week of lecture; and**
- ii. **Intersession – A penalty of RM100.00 per course is imposed on students who drop course from the third (3rd) week until the seventh (7th) week of lecture.**

4.4.6 **Change of status of the registered course to Audit course (U) and Additional courses (KT) can be done until the fourth week (4) of the semester.**

5. CREDIT SYSTEM

- 5.1 Each course has a credit value based on criteria set by the Senate.
- 5.2 Credit value for each course is usually based on the learning hours.
- 5.3 Credit of a course refers to the number of learning hours to be held within one week, including tutorial or lecture or laboratory work.

6. CREDIT TRANSFER

- 6.1 On approval of the Faculty, students can apply for credit transfer for the programme if evidence can be provided for the following:

- (a) has passed with at least Grade B from the other institution that is recognized and acknowledged by the Faculty as equivalent;

For Nursing Programme, the courses that can have credit transfer have been determined by the Faculty. However, non listed course can have credit transfer through application and are subjected to the approval by the Faculty.

and/or

- (b) has experience, knowledge and expertise that are recognized and acknowledged by the Faculty as equivalents;
 - (c) of Article 6.1 (a) and 6.1 (b) above were obtained within the last five years.

- 6.2 Transferred credits are considered for graduation purposes but not included in the calculation of the GPA and CGPA.
- 6.3 Total credits that are transferred for Diploma graduate or equivalent does not exceed 30% of the total credits required for the programme.
- 6.4 For the Medical Programme, students must obtain credit transfer approval from the relevant professional bodies.

7. GRADE TRANSFER

- 7.1 Grade Transfer is applied when students change study programme in the University. Grade Transfer can be done for all courses and is subject to the approval by the Faculty.
- 7.2 The course (and grade) that is transferred is taken into account in the calculation of the GPA and CGPA.
- 7.3 Grade Transfer for Core Courses within the Faculty/Programme, should take into account the equivalence of the course.

- 7.4 Students must apply to for grade transfer to the Faculty concerned.

Grade Transfer for University Elective course will only be considered if the course is a Faculty Elective Course.

8. TOTAL CREDIT FOR A PROGRAMME

- 8.1 Undergraduate studies require a minimum of **one hundred twenty (120) credits**. The **Degree in Medicine** requires a minimum of **two hundred and twenty (220) credits**. However, the Senate has the authority to determine a different minimum number of credits based on certain needs.

- 8.2 The total number of credits mentioned in Article 8.1 shall be taken from the following group of courses that is subject to the provisions contained in the **Standard User Bachelor's Level Programme Issue 1 publication of Quality Assurance Division, Higher Education Department, Ministry of Higher Education Malaysia, September 2003**:

8.2.1 **Core Courses (50% - 85%);**

8.2.2 **Universiti Elective Course (5%-30%); dan**

8.2.3 **Generic Development Course and Co-curriculum (5%-25%).**

(Needs for professional courses are based on the terms set by related professional bodies)

8.3 Reinforcement Course

Every student must have English language skills (MUET or equivalent) and ICT (Information and Communication Technology) skills determined by the University. Students who do not meet the minimal requirement level must take the **Reinforcement Course** determined by the Senate before they are allowed to take the next level Generic Course. Only **Pass/Fail** grades are given for Reinforcement Courses.

- 8.4 Students may take Additional Courses (KT) in addition to the total credits as stated in Article 8.1 and are **made compulsory to pass the courses**.

9. STUDY DURATION

- 9.1 The study duration is **between 6 to 12 semesters or 8 to 14 semesters** for Bachelor's degree and **5 to 7 academic years** for Medical Doctor's degree.
- 9.2 Application to extend the duration of study exceeding the maximum duration as stated in **Article 9.1** is based upon Senate's approval.
- 9.3 In the case of students who have been given **Failed and Terminated (GB)** status but approved by the Senate to continue their study, the duration of study still includes the students' entry year.

10. EVALUATION SYSTEM

10.1 Evaluation Methods

- 10.1.1 Course evaluation is usually made in progression through assessment (written/oral), tasks and other forms of coursework.
- 10.1.2 Students **will be barred** from sitting for final exam if:
 - (a) found still owe the University the study fee.
 - (b) attendance to lectures is less than 80%.
- 10.1.3 Mid-semester examination (if available) is held in week 7 and week 8. The semester's final examination is held at the end of the semester.
- 10.1.4 Mid-semester examination comprises a total of 20%-30%, the final examination 30%-50%, and coursework 20%-50%. The final examination can be comprehensive OR focused on specific course content or focused on the parts of the course which have not been assessed.
- 10.1.5 For courses in the form of invention work/practicum, the maximum marks for coursework evaluation is 70%.
- 10.1.6 Course evaluation in accordance to the maximum marks for coursework and examination beyond the range stated in **Article 10.1.4** can be implemented based on Senate's approval.

10.2 Grade Classification

10.2.1 Course evaluation without grades can be given the following codes:

L/G (*Lulus/Gagal* – Pass/Fail)

This is given to specific courses in which the results are not graded but given the Pass (L) or Fail (G) status only. The credit is taken into account for graduation purposes except credits for Reinforcement Courses.

TL (*Tidak Lengkap* - Incomplete)

This is given with Faculty's approval to a student who has completed at least 70% of the course requirements based on acceptable reasons. The student must complete the full requirement latest by the **fourth (4) week** after the end of a semester in order to obtain full evaluation and grade.

SM (*Sedang Maju* – In Progress)

This is given to courses which are planned to be completed in more than one semester. Students **do not have to register** the course with SM status again in the following semester. However, students **who have postponed or have been suspended from their study** will have to register all courses with SM status again. Credits and grade value for this course will only be taken into account when the actual grade is given. For industrial training, the grade will only be given after the report from the industry is received.

PK (*Pindah Kredit* – Credit Transfer)

This symbol is stated in the students' transcript for list of course which have been approved for credit transfer by the Dean of Faculty.

U (Audit)

This is given to students who have registered and gone through a course as well as the evaluation for the course but was not given any grade. The "U" symbol will be recorded if the student passed the course. A student who does not meet the course requirement will not get any remarks. Registration or changing the status to Audit course needs to be done the latest by the **second week (2)** of a semester.

KK (*Kes Gangguan Kesehatan* – Health Disturbances)

This is given to a student who needs to terminate study in a specific semester on the basis of health disturbance based on medical report approved by the University.

TD (*Tarik Diri* - Withdraw)

This is given to a student who has been approved to stop voluntarily from continuing study at UNIMAS.

KT (*Kursus Tambahan* – Additional Course)

This is given to courses taken by a student in addition to the compulsory courses. A student must go through the course and undertake the evaluation for the course. The grade point for this course will be included in the calculation of GPA and CGPA but the total number of credit hours for the Additional Course will not be taken into account for the purpose of degree conferment. Registration or changing of status to KT needs to be done the latest by the **second (2) week** of a semester.

R_n (*Kursus Ulangan* – Repeated Course)

This code is stated on the semester examination slip for course which has been repeated after failing in the earlier attempt. Only the latest credits and grade points for the Repeated Course are taken into account in the calculation of GPA and CGPA. The 'n' after the code R indicates number of times the course has been repeated.

KB_n (*Kursus Baiki* –Improved Course)

This code is stated on the courses which have been re-taken for the purpose of grade improvement. The best grade will be taken into account in the calculation of GPA and CGPA. The 'n' after the code KB indicates the number of times the course has been taken for grade improvement.

PG (*Pindah Gred* – Grade Transfer)

This code is stated on the slip/transcript of a student for courses which have been approved for grade transfer.

10.2.2 Grade and grade point given for a course are shown in the following table:

Grade	Marks Range	Grade Points	Performance Level
			Core/Generic/Elective Course
A	80-100	4.00	Excellent
A-	75-79	3.67	
B+	70-74	3.33	Credit
B	65-69	3.00	
B-	60-64	2.67	Pass
C+	55-59	2.33	
C	50-54	2.00	
C-	45-49	1.50	Fail
D	40-44	1.00	
F	< 40	0.00	

The grade table above is applicable to students from 2010/2011 Academic Session onwards.

- For the usage of the grade system above, the determination of a grade is based on the standardised curve of grade distribution.
- For Medical Programme, the grade system is based on the evaluation regulation book of the programme.

10.3 Evaluation Results

10.3.1 The performance of a student for a specific semester is based on the Grade Point Average (GPA). The overall performance of a student in a programme is based on the Cumulative Grade Point Average (CGPA). The method in calculating GPA and CGPA is as follows:

Grade Point Average (GPA)

$$\text{GPA} = \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses in the semester}}$$

whereby:

$$\text{Total Grade Point} = \text{Grade Point} \times \text{Course Credits}$$

Cumulative Grade Point Average (CGPA)

The sum of all grade points accumulated to date
CGPA = The sum of all the credits taken to date

Example of GPA and CGPA calculation is shown in Appendix 2.

- 10.3.2 All courses are taken into account in the calculation of GPA and CGPA except for courses which are not graded.
- 10.3.3 The confirmed grade and grade point for each course in every semester obtained by a student will be kept in his or her academic record. Students who obtained **GPA 3.50 and above** in a semester by taking a minimum 12 credits and graded are qualified to be awarded Dean's Honours.

10.4 Special Repeated Evaluation

- 10.4.1 Special Repeated Evaluation for a specific course taken in the final semester of study can be given to students who need **less than 8 credits for graduation purposes.**
- 10.4.2 A qualified student must apply to the Dean of the Faculty which offer the course together with the payment of fee per credit.
- 10.4.3 A student's application to sit for Special Repeated Evaluation is subject to the Faculty Dean's approval.
- 10.4.4 Special Repeated Evaluation must be conducted **within 2 weeks** after the Faculty Examiners Committee meeting.
- 10.4.5 The syllabus for the Special Repeated Evaluation is comprehensive, covering the topics taught from the beginning until the end of the semester.
- 10.4.6 Only comprehensive examination is allowed for Special Repeated Evaluation and the highest grade that can be given is C.

10.5 Postponement of Evaluation

- 10.5.1 Students who are having health problems and facing other problems during evaluation, may apply to the Faculty for postponement of the evaluation. Application should be made **not later than 48 hours** after the evaluation has been conducted.

- 10.5.2 Application to postpone evaluation on the basis of health problem should be accompanied by a medical certificate from Government Doctors, University Medical Officers or University Panel of Doctors only. Any other certification from doctors who are Universiti Panel of Doctors has to be certified by University Panel of Doctors. Application on other reasons can be considered based on Faculty's discretion. A replacement for the evaluation can be arranged based on the merits of specific cases.

10.6 Appeal to Recheck Evaluation Results of a Course

- 10.6.1 An appeal to recheck the evaluation results of a course should be submitted to the Faculty Dean after the temporary results is issued by the Faculty with the inclusion of **RM30.00 (non-refundable)** as payment per course.
- 10.6.2 The evaluation results should be endorsed by the Faculty Examiners Committee and Academic Planning and Development Committee before being presented for Senate's approval.
- 10.6.3 Each result given based on this method is **final** and no further appeal will be entertained after Senate's endorsement.

10.7 Announcement of Semester Results

- 10.7.1 Results of student academic performance for each semester will be announced in the period determined by the University.
- 10.7.2 Evaluation results slip will be distributed to the students through their respective Faculty. For final year students who have been approved by the Senate for graduation (subject to clearance of debt with University), the evaluation results slip will be sent to the latest address obtained through University SPP database.
- 10.7.3 Students are responsible to inform the University from time to time on any changes to their personal information for the purpose of updating the data and record. Students can update their correspondence address, email address and telephone number at *e-pelajar*.
- 10.7.4 Application for reprint of evaluation results slip can be made officially to the University with the payment of **RM5.00** per slip.

11. STUDENT ACADEMIC STATUS

11.1 Qualification to Continue Studies

Semester evaluation results (except for Medical Programme which is based on final year results) will determine the qualification of a student in continuing his or her study. A student can be given the status ***Lulus(L)***, – ***Pass Lulus Mengulang Kursus(LMK)***, – ***Pass but Required to Repeat Failed Courses Lulus Bersyarat(LB)*** – ***Conditional Pass*** and ***Gagal dan Diberhentikan(GB)***. – ***Failed and Terminated***

11.1.1 ***Lulus (L) – Pass***

Students are given the Pass (L) status and are allowed to continue study if they obtained **CGPA 2.00 or higher** except for the Medical Programme which has other additional conditions yang determined by the Faculty.

11.1.2 ***Lulus Mengulang Kursus (LMK) – Pass but Required to Repeat Failed Courses***

Students are given the status **Pass but Required to Repeat Failed Courses (LMK)** if they obtained **CGPA 2.00 or higher** but **Failed** in a course and they are required to repeat the course.

11.1.3 ***Lulus Bersyarat (LB) – Conditional Pass***

Students are given **Conditional Pass** if they obtained **CGPA between 1.75 and 1.99**. These students will be warned to improve their GPA and CGPA to **2.00 or higher** in the following semester.

11.1.4 ***Gagal dan Diberhentikan (GB) – Failed and Terminated***

Students will be given the **Failed and Terminated (GB)** status if:

- (a) Obtained **CGPA less than 1.75** in a semester; or
- (b) Failed to improve CGPA to 2.00 or higher after obtaining the **Conditional Pass** status in the previous semester; or
- (c) Failed to improve CGPA to 2.00 or higher after obtaining the **Failed and Terminated (GB)** status but is allowed to continue studies in the previous semester; or
- (d) Repeated a core course for 3 times but still failed; or
- (e) For Medical Programme, repeated study year for 2 times consecutively but still failed.

11.1.5 Failed and Repeat Study Year (Medical Programme Only)

Students who failed more than two blocks/two postings of studies in a year need to repeat the study year except for First Year (Refer to Medical Programme's Academic Guidelines).

11.2 Continuing Study after Obtaining Failed and Terminated (GB) Status

Students are given the Failed and Terminated status but allowed to continue study are subject to the following matters:

11.2.1 Clean Slate Offer for First Year Students

First year students will be re-offered on clean slate basis. Students who have passed Reinforcement Courses can apply through their respective Faculty Dean to transfer their grades.

11.2.2 Other Offers (Non-Clean Slate) for Non-First Year Students

(a) Continue Study in the Same Programme

Students will continue study in the next semester based on the latest CGPA prior to the GB status. All courses taken and passed can be considered except for failed courses in which students will have to retake them.

(b) Continue Study in a Different Programme

Students will continue study in the next semester but in a different programme. Students can apply to transfer grades for Elective, Generic and Reinforcement Courses that they have passed only to the next semester.

11.3 Repeat to Compensate Failed Courses

11.3.1 Students who failed in a course must repeat the course until they pass.

11.3.2 If the course is no longer offered, students can compensate by taking another course in the same category.

11.3.3 **Core Courses can be repeated up to 3 times only.** Students who still fail in the core courses after repeating it up to 3 times will be given the Failed and Terminated (GB) status.

Students who failed Elective Courses can be repeated or replaced by other elective courses but the credit for the failed course is added in the CGPA calculation.

11.3.4 For each repeated course, only the latest grade is taken into account for GPA and CGPA calculation. Other grades are stated as records only.

11.3.5 Students must pay the fee for each repeated or replaced course.

11.3.6 The fee for repeated courses is non-refundable if the students drop the course after the fourth week of lecture.

11.4 Repeat to Improve Grade/CGPA

11.4.1 Students can repeat a course which they have passed in order to improve the grade of the course, subject to Faculty's approval.

11.4.2 Students can repeat the course until they obtain a grade which they are satisfied with, in the maximum predetermined duration of study.

11.4.3 The best grade is taken into account in the calculation of GPA and CGPA.

11.4.4 Students must pay the fee for the course each time it is repeated.

11.4.5 The fee for Improved Course is non-refundable if the students drop the course.

12. ACADEMIC ETHICS

12.1 Students who copied others' work or do not acknowledge others' work (plagiarism) for the purpose of coursework or evaluation will be taken disciplinary action.

12.2 Students are not allowed to abet others in cheating or fraud which is stated in Article 12.1

12.3 Students who violate the Universiti regulation and are found guilty by the University Disciplinary Committee (Academic) can be punished based on the **University Colleges Act (AUKU), 1971 (Amended 2009) as stated in the Rules of Universiti Malaysia Sarawak (Students Discipline) 1999.**

12.3.1 Students who are charged with disciplinary actions are not qualified to obtain Dean's Honours for a specific semester even though they have fulfilled the requirements stated in Article 10.3.3.

12.4 Students must obey the Faculty Evaluation Sub-Regulations which is enforced at the point of time.

13. POSTPONEMENT OF STUDIES

13.1 A registered student can apply to postpone his or her studies subject to the Dean's approval before the end of second (2) week of a semester. Postponement of studies can be applied consecutively within an academic session. However, approval for students' postponement of studies is limited to 3 times (3 semesters) only during the duration of studies.

13.2 Application to postpone after the second (2) week of study in a semester will not be considered except it involves health disturbance cases or desperate problems only.

13.2.1 A student who is unhealthy for a long period of time will be given postponement of study for a semester by the Faculty Dean. In such cases, certification from a Medical Doctor is required. Certification which is not from a Medical Doctor can be considered in certain cases only after the students have gone through treatment from a Medical Doctor. In the case of mental problems, approval to register again is subject to the certification from the Medical Doctor.

13.2.2 A Medical Doctor who have treated the student must be from the groups of Government Doctors, University Medical Specialist, University Doctors, University Panel of Doctors or other doctors who are approved by the University.

13.2.3 A student who faces problems other than those stated in Article 13.2.1 can be given postponement of study for a semester subject to the approval by the Faculty Dean.

13.2.4 The duration of postponement will not be taken into account in the student's maximum duration of study.

13.2.5 Students who have been given postponement of study will lost their status as University students during the postponement period.

13.2.6 For students who have been approved to postpone their study but have made the tuition fee payment, the fee can be carried forward to the following semester based on the following rate:

Lecture Weeks	Rate
Week 1 to 2	75%
Week 3 to 10	50%
After week 10	0%

Note: Tuition fee to be carried forward to the following semester is calculated based on the date the application is received by Undergraduate Studies Division.

14. SUSPENSION OF STUDY

- 14.1 A student who does not register or does not apply for postponement of study before the end of second (2) week will be suspended from the study in that semester. The student must register in the following semester. Should the student fail to do so by the end of second week (2) and does not apply for postponement of study in the following semester, the student will be terminated.
- 14.2 The duration of suspension of studies is taken into account in the overall calculation of the student's maximum duration of study.

15. TERMINATED FROM STUDY

- 15.1 Students will be terminated from study when they:
- i) Fail to re-register before the end of the second (2nd) week of lecture after being given suspension status in the previous semester, and;
 - ii) Fail to apply for postponement of study in the current semester.
- Or
- iii) Have exceeded the maximum duration of study.

16. CHANGE OF STUDY PROGRAMME

- 16.1 Student who has confirmed registration in a programme is **NOT ALLOWED** to change programme except under the following conditions:
- (i) Student has completed one (1) semester of study;
 - (ii) Obtain CGPA of at least 2.00;
 - (iii) Subject to space availability in the programme applied for; and
 - (iv) Student has obtained approval from the programme which receives and has been released from the original programme.
- 16.2 Permission to change programme within the same Faculty and determination of which semester to begin the new programme is subject to approval by the Faculty Dean.
- 16.3 The evaluation grade for courses which have been taken earlier are void and except for courses which been approved for grade transfer by the Faculty which receives the student.
- 16.4 Application for change of programme can be made no later than the end of second (2nd) week of lecture in a semester. Application made after the second (2nd) week of lecture will only be considered for the following semester.

17. CHANGE OF FACULTY

- 17.1 Student who has confirmed registration in a Faculty is **NOT ALLOWED** to change Faculty except under the following conditions:
- (i) Student has completed one (1) semester of study;
 - (ii) Obtain CGPA of at least 2.00;
 - (iii) Subject to space availability in the programme applied for; and
 - (iv) Student has obtained approval from the Faculty which receives and has been released from the original Faculty.
- 17.2 The evaluation grade for courses which have been taken earlier are void and except for courses which been approved for grade transfer by the Faculty which receives the student.
- 17.3 Application for change of programme can be made no later than the end of second (2nd) week of lecture in a semester. Application made after the second (2nd) week of lecture will only be considered for the following semester.

18. CHANGE OF UNIVERSITY

- 18.1 Students who have confirmed registration in a specific programme at Universiti Malaysia Sarawak are **NOT ALLOWED** to change programme to other universities. If the students want to register in other universities, the student will have to apply to quit from the programme and submit a written application to the Faculty Dean. The letter of approval for quitting will be issued by Undergraduate Studies Division.

19. APPEAL TO CONTINUE STUDIES

- 19.1 Students who have been given the **Failed and Terminated (GB)** status in a semester can submit an appeal against the decision.
- 19.2 Only students who have obtained GB for the first time are allowed to make an appeal to continue studies.
- 19.3 Each appeal must be submitted to the Deputy Vice Chancellor (Academics and International) within the **period of one (1) week** after the Senate approves the examination results of that semester. The appeal must be accompanied by payment receipt of RM30.00 as set by the University.
- 19.4 Students can submit a support letter from the qualified counsellor as a supporting document for appeal.

20. WITHDRAW FROM PROGRAMME OF STUDY

20.1 A student can withdraw from a study programme by applying through writing to the Faculty Dean. The approved letter requesting withdrawal will be issued by the Undergraduate Studies Division.

20.2 For students who have been granted permission to withdraw from their course of study, but who have paid for their tuition fees, the fees will be returned based on the following rates;

Lecture Week	Return Rates
Week 1 to 2	75%
Week 3 to 10	50%
After Week 10	0%

Note: The refund of tuition fee is calculated based on the date the application is received by Undergraduate Studies Division.

21. CONFERMENT OF DEGREE

21.1 A student must fulfil the following requirements to graduate and to be awarded with a **Bachelor's degree with honours**:

- (a) **Pass all the required courses** for the programme within the stipulated period.
- (b) **Achieve a minimum CGPA of 2.00;**
- (c) **Accumulate at least one hundred and twenty (120) credits** or other total credits determined by the Senate;
- (d) **Meet all the requirements of the Academic Regulations of Bachelor's Degree with Honours;**
- (e) **Recommended to be awarded with the said degree by the Examination Committee of the Faculty and endorsed by the Senate**
- (f) **Fulfil other terms and conditions set by the Senate**
- (g) **The classified terms and conditions for the conferment of Bachelor's Degree with Honours are based on the discretion of the Senate.**

21.2 The application to reprint a replacement certificate can be made formally to the Registrar of Universiti Malaysia Sarawak by providing:

- (a) a written application
- (b) a payment receipt/money order totalling RM100.00 per version.

21.3 The application to reprint academic transcript can be made formally to the Registrar of Universiti Malaysia Sarawak by providing:

- (a) a written application
- (b) a payment receipt/money order totalling RM50.00 per version

22. FEES/TUITION FEES

22.1 Students are required to pay the stipulated tuition fees in full before or at the time of registration

22.2 The details of the tuition fees to be paid by local and international students are shown in **Appendix 3 and 4**

22.3 Students who register for Additional/Improved/Repeated/Audit courses will be charged a fee based on the total number of credits. The fee is as follows;

Additional Course/Audit Course/Fee Per Credit Hour For Local Student

Arts	- RM40.00/credit
Science/Nursing	- RM50.00/credit
Medical	- RM70.00/credit

Improved/Repeated Course For Local Student

Arts	- RM40.00/credit
Science/Nursing	- RM50.00/credit
Medical	- RM70.00/credit

Additional Course/Audit Course For International Student

Arts	- RM120.00/credit
Science/Nursing	- RM150.00/credit
Medical	- RM210.00/credit

Improved/Repeated Course For International Student

Arts	- RM120.00/credit
Science/Nursing	- RM150.00/credit
Medical	- RM210.00/credit

- 22.4 Fees based the credits taken will also be charged to students who take less than 11 credits at the end of the final semester of study. The calculation of this credit includes credit for all courses with the status of In Progress – *Sedang Maju* (SM) from the previous semesters. Students in their final year final semester of study are required to settle their tuition fees in full before applying for an approval for the payment of fees per credit. Applications must be submitted before end of the fourth week of the semester. The fees rates based on the total number of credit are shown in Article 22.3.
- 22.5 The payment of fees for Improved/Repeated/Additional/Audit courses must be made at the Treasurer's Office and the payment receipt must be submitted to the Undergraduate Studies Division before the end of fourth week of the current semester. Applications made after the deadline will not be considered.

Note : In the event of any inconsistency in this Academic Regulations, the Bahasa Melayu version shall prevail over all other versions.

Registration Procedures for Current Students

Lecture Week	Provision
1. Week One	Students will be charged RM50.00 for late registration
2. Week Two	i. Students must obtain written approval from the Faculty Dean and ii. Students will be charged RM50.00 for late registration
3. Week Three and beyond	Suspended from the course of study (without valid reasons)

Registration Procedures for Intersession

Lecture Week	Provision
1. Week One	Students will be charged RM50.00 for late registration
2. Week Two and beyond	Registration is strictly not allowed

Example of Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

1. Calculation of Grade Point Average (GPA)

Semester 1

Course Code	Credit	Grade	Grade Point	Total Grade Point
EBM1013	3	B+	3.33	9.99
EBQ1013	3	B	3.00	9.00
EBF1013	3	A-	3.67	11.01
SSX0012	2	A	4.00	8.00
	11			38.00

Grade Point Average (GPA)

$$\begin{aligned}
 \text{GPA} &= \frac{\text{Total grade points in a semester}}{\text{Total credits for all courses for the semester}} \\
 &= \frac{38.00}{11} \\
 &= 3.45
 \end{aligned}$$

2. Calculation of Cumulative Grade Point Average (CGPA)

Semester 2

Course Codes	Credit	Grade	Grade Point	Total Grade Point
EBF1023	3	B	3.00	9.00
EBQ1023	3	B-	2.67	8.01
PBF1012	2	A	4.00	8.00
SSX0022	2	A	4.00	8.00
	10			33.01

The sum of all the grade points accumulated to date

$$\begin{aligned}
 \text{CGPA} &= \frac{\text{The sum of all the credits taken to date}}{\text{The sum of all the grade points accumulated to date}} \\
 &= \frac{38.00 + 33.01}{11 + 10} \\
 &= \frac{71.01}{21} \\
 &= 3.38
 \end{aligned}$$

Standard Guidelines for Bachelor's Degree Programme Issue 1 published by Quality Assurance Division, Department of Higher Education, Ministry of Higher Education Malaysia, September 2003:

Field	% Core	% Elective	% Generic
Business and Management	50 – 60	40 – 60	-
Economics	40 – 70	5 – 10	5 – 10
Information Technology and Communications	40 – 60	25 – 30	5 – 8
Engineering	70 – 85	2 – 7	15 – 25
Science and Medicine	60 – 70	5 – 10	5 – 10
Social Sciences	60	15 – 20	5 - 10
UNIMAS Academic Regulations	50 – 85	5 – 30	5 - 25

FEE DETAILS FOR NEW STUDENTS SEMESTER 1 SESSION 2012/2013

Fees details	Non-recurring Fee (RM)	Takaful (RM) (once a year)	Study Programme (RM)	Health (RM)	Laboratory (RM)	Welfare Fund (RM)	Co-Curriculum (Senggang) (RM)	Accommodation (RM)	Transportation	Total (RM)
Faculty of Economic and Business	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00
Faculty of Engineering	330.00	6.00	700.00	25.00	50.00	5.00	25.00	399.00	30.00	1570.00
Faculty of Medicine and Health Sciences										
- Medical	330.00	6.00	900.00	25.00	50.00	5.00	25.00	357.00	30.00	1728.00
- Nursing	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Cognitive Sciences and Human Development	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Computer Science and Information Technology	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Social Sciences	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00
Faculty of Resource Science and Technology	330.00	6.00	660.00	25.00	50.00	5.00	25.00	399.00	30.00	1530.00
Faculty of Applied and Creative Arts	330.00	6.00	550.00	25.00	50.00	5.00	25.00	399.00	30.00	1420.00

Non-recurring Fee

Registration	:	RM20.00
Orientation Week	:	RM270.00
Matric Card	:	RM10.00
Alumni	:	RM30.00
Total	:	RM330

FEE DETAILS FOR NEW STUDENTS SEMESTER 1 SESSION 2012/2013 (INTERNATIONAL STUDENTS)

Fees Details	Non-recurring Fee (RM)	Insurance (RM) (once a year)	Study Programme (RM)	Medical Fee (RM)	Laboratory/ Equipment (RM)	Welfare Fund (RM)	Co-Curricular Activities (Senggang) (RM)	Accommodation (RM)	In Campus Shuttle Bus	Total* (RM)
Faculty of Economic and Business	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00	RM15 per day (Single Room) RM20 per day (Sharing)	90.00	5045.00
Faculty of Medicine and Health Sciences - Nursing	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Cognitive Sciences and Human Development - Cognitive Sciences	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Computer Science and Information Technology	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Social Sciences	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00		90.00	5045.00
Faculty of Resource Science and Technology	2490.00	500.00	1980.00	75.00	150.00	15.00	75.00		90.00	5375.00
Faculty of Applied and Creative Arts	2490.00	500.00	1650.00	75.00	150.00	15.00	75.00		90.00	5045.00

Notes

*Not inclusive of Accommodation Fees

EXAMPLES OF RELATED FORMS



Undergraduate Studies Division

CHANGING OF STUDENT PERSONAL INFORMATION FORM

Instructions:

1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
2. Changes Perubahan nama (sila kemukakan salinan Kad Pengenalan)

A. Student Details

1. Name/Matric No.: _____
2. Faculty/Programme : _____
3. I/C No. : _____
4. Telephone No./HP: _____

B. Latest Personal Information :

1. _____
2. _____
3. _____

Signature

Date

(This section is for office use)

C. Action by BPPs:

Date Action is Taken: _____

Name and Signature

Date



Undergraduate Studies Division

APPLICATION FOR CHANGE OF PROGRAMME/FACULTY

Instructions

1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
2. For students sponsored by PTPTN who are approved for change of programme and faculty, the following documents should be submitted together with this form:
 - a) Official letter of application for change of programme/faculty;
 - b) Official letter stating the approval for change of programme/faculty and not repeating semester and
 - c) One (1) copy of examination results for each semester (must be certified).

A) Personal Details

Name: _____
Matric No.: _____ Programme: _____
Faculty: _____ CGPA: _____ Telephone No/HP: _____

B) Faculty Approval / Original Programme

Faculty/Head of Programme/Mentor Comments:

Name & Signature

Date

Comments & Dean's Approval

Name & Dean's Signature

Date

C) Application to Change to New Programme/Faculty

Programme: _____ Faculty: _____

Reasons:

D) Approval of Receiving Faculty

Comments & Approval of Receiving Faculty/Programme

ii. Change of Programme

☐

Do not have to repeat previous
semesters

☐

Have to repeat previous semesters

Name & Signature of Dean/Deputy Dean

Date



Undergraduate Studies Division

REGISTRATION FORM FOR COURSES ABOVE RANGE SEMESTER _____ SESSION _____

Instructions
Arahan

- 1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
- 2. Application for registration of courses exceeding total allowed credits should obtain approval from Faculty's Academic Committee.

1. Name : _____
2. Matric No. : _____ 3. I/C No.: _____
4. Faculty: _____ 5. Programme : _____

(A) Course Registration: Please check the details of the offered courses. (*State "T" for Core Course, "P" for Elective Course, "G" for Generic Course, "U" for Audit Course, "KT" for Additional Course, "TRi" for Repeated Core Course, "GRi" for Repeated Generic Course, "PRi" for Repeated Elective Course, and "KBi" for Improvement Course.)

No.	Course Code	Course Name	Course Status	Credit
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Total Registered Credits :

Signature _____ Date _____

(B) Faculty Academic Committee Approval

Course Registration:	
Course	Credit
Core	
Elective	
Generic	
Additional	
Repeated/Improvement	
Total	

Approval/Disapproval of Course Registration

Signature and Stamp
Chairperson, Faculty Academic Committee

Date

**Faculty Academic Committee Certification Form for
Application of Course Registration Above Range**

Name : _____
Matric No. : _____
Year of Study : _____
Programme : _____
CGPA : _____

Application

Total applied credits -

Reasons

.....
(Signature)

Date: _____

.....
(for Faculty's action)

Application Result

Please be informed that the Faculty Academic Committee which convene on _____ have reviewed and discussed the application of the student. The application result is:

Dimaklumkan bahawa Jawatankuasa Akademik Fakulti yang bersidang pada _____ telah meneliti dan membincangkan permohonan pelajar di atas. Keputusan permohonan adalah:

☐

APPROVED

☐

NOT APPROVED

Remarks:

Endorsement:

Chairperson
Faculty Academic Committee

Date



Undergraduate Studies Division

APPLICATION FOR COURSE CREDIT TRANSFER FORM

Instructions

1. Please enclose a copy of slip/transcript and syllabus of the equivalent courses to be applied.
2. The completed form (Information in A and B except sections marked with *) must be submitted to the Faculty that offers the course.
3. Please submit the form which has been approved for credit transfer to the respective Faculty staff.
4. Feedback on the application for credit transfer will be done by the Faculty latest by course add and drop week.

A) Application Information

1. Name : _____
2. Matric No. : _____
3. I/C No. : _____
4. Programme : _____
5. Faculty: _____

B) Course Details

List of Courses Applied				List of Equivalent Courses							
No.	Course Code	Course Name	Status	Course Code	Course Name	Credit	Grade	Institution	Year Taken	Semester/Session for Credit Transfer (e.g. Semester 2, 2002/2003 session)	Faculty's Approval*

Total Course credits which are approved for credit transfer: _____

* This section is for the signature of Faculty which offers the course(s) that is/are approved for credit transfer only.

(C) Faculty's Action

- 1) Remarks/Comment (If any)

- 2) Faculty Dean Approval

Signature
(Name and Dean Official Stamp)

Date

s.k - Bahagian Pengajian Prasiswazah
Fakulti pelajar berkenaan



Undergraduate Studies Division

APPLICATION FOR FEE PER CREDIT

Instructions

1. Please submit one (1) copy of the completed application to Undergraduate Studies Division.

A) Applicant Information

Name: _____ Matric No.: _____

Programme: _____ Faculty: _____ Telephone/HP: _____

Final Semester : (Semester 1/Semester 2) (strikeout the unrelated one)

B) Final Semester Course Details

No.	Course Code and Name	Course Status	Credit Hour
Total			

C) For BPPs Action

Application Result: **Approved/ Not Approved**

Total Payment: RM _____ dan Recurring Fee*

Checked by:

Approved by:

BPPs Staff Signature

Signature and Stamp
Head of Assistant Registrar/Senior Assistant
Registrar/Assistant Registrar

Date

Date

*** Recurring Fees Details**

Semester 1

Takaful (RM)	Health (RM)	Lab (RM)	Welfare Fund (RM)	Co- curriculum (RM)	Transportation (RM)	Total (RM)
6.00	25.00	50.00	5.00	25.00	30.00	141.00

Semester 2

Takaful (RM)	Health (RM)	Lab (RM)	Welfare Fund (RM)	Co- curriculum (RM)	Transportation (RM)	Total (RM)
-	25.00	50.00	5.00	25.00	30.00	135.00

Note:
Not inclusive of Residential College Fees.



Undergraduate Studies Division

APPLICATION FOR GRADE TRANSFER FORM

Instructions

- 1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
- 2. Please enclose a copy of change of programme/Faculty approval letter and results slip for the course.
- 3. Application is to be submitted to the new Faculty/Programme.

A) Applicant Information

1. Matric No. : _____ 2. Name : _____
3. Faculty _____ 4. Programme _____

B) Course and Grade Details

No.	Course Code	Course Name	Grade	Faculty Approval*

* This section if for further action by the new Faculty.

C) Faculty's Action

1) Remarks/Comments (if any)

2) Faculty Dean's Approval

Signature
(Dean's Name and Stamp)

Date



Undergraduate Studies Division

APPEAL FOR RECHECKING OF COURSE GRADE

Instructions

1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
2. The completed form (A and B) must be submitted to the Dean's office of the Faculty which offer the course after the temporary results have been announced. Application after the period will not be considered.
3. A copy of payment receipt and result slip must be enclosed together with this application form.
4. Section C & D is for Faculty's action.

A) Applicant Information

1. Name: _____
2. Matric No: _____
3. Faculty: _____
4. Programme: _____
5. Year of Study: _____
6. Telephone No./HP : _____

B) Course Details

1. Course Code and Name _____
2. Session/Semester: _____
3. Original Grade : _____
4. Applicant' Comments: _____

Applicant Signature

Date

(This section is for office use only)

C) Faculty's Action

1. Rechecking appeal outcome (grade changes if any): _____
2. Faculty Examiners Committee Comments: _____

Name & Staff Signature

Date

D) Approved by the Faculty Dean

Remarks: _____

Dean's Signature
(Name and Official Stamp)

Date

s.k Bahagian Pengajian Prasiswazah



Undergraduate Studies Division

UPDATE FORM FOR REPEATED COURSE/IMPROVEMENT COURSE

Instruction

1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
2. A copy of the payment receipt and the original transcript should be attached with this application form.

1. Arrangement Details

2. Personal Information

2.1. Name: _____

2.2. Matric No: _____

2.3. Faculty/Program: _____

2.4. Year of Study: _____

2.5. Mailing Address and Telephone No./HP

Signature

Date

(This section is for office use)

3. Action

3.1. Date action is taken: _____

3.2. Name: _____

3.3. Signature: _____



Undergraduate Studies Division

REPRINT OF ASSESSMENT SLIP APPLICATION FORM

Instruction

1. Please complete this form. This form can be obtained from the Undergraduate Studies Division's counter and its website.
2. Application will be processed within 3 working days.
3. A copy of the payment receipt should be attached with the application form.
4. This form is for active students only. (For non-active students, please make a written application to the Undergraduate Student Division)

1 Personal Information

- 1.1: Name: _____
- 1.2: Matric No.: _____
- 1.3: Program/Faculty: _____
- 1.4: Telephone No./HP: _____

2. Application Details

- 2.1 Results of Semester/Session _____
- 2.2 Number/Copy: _____

Signature

Date

(This section is for office use)

3. Action by BPPs

Date action is taken: _____

Name & Signature

Date



Undergraduate Studies Division

Appeal for Continue Study

To : Deputy Vice Chancellor (Academic and International)
Universiti Malaysia Sarawak
94300 Kota Samarahan, Sarawak

Instructions to Applicants :

Please submit the following documents:

a) The results of examination; and

b) A copy of RM30.00 processing fee receipt.

Payment can be made by submitting a money order/postal to BENDAHARI, UNIVERSITI MALAYSIA SARAWAK, or in cash to the Counter of Student Finance Unit, Office of the Bursar

A) Personal Detail

Name: _____ Matric number: _____

Program: _____ Faculty: _____

GPA/CGPA: ____ / ____ Telephone Number: _____

B) Details of change in a Program/Faculty (if any)

Program: _____ Faculty: _____

Reason for Change of Program/Faculty:

Name and Student's Signature

Date

C) Dean/Deputy Dean Recommendation:

Name & signature

Date

D) Recommendation from the Accepting Faculty (Dean/Deputy Dean):

Name & Signature

Date

E) Recommendation from Counselor:

Name & Signature

Date

● Please refer to Academic Regulations for Undergraduate Studies.

KALENDAR AKADEMIK SARJANA MUDA
(ACADEMIC CALENDAR FOR UNDERGRADUATE STUDIES)
UNIVERSITI MALAYSIA SARAWAK
SESI 2012/2013
(2012/2013)

Aktiviti /Activity	Tarikh /Date	Tempoh / Duration
Pendaftaran Pelajar Baharu (<i>New Student Registration</i>) <u>Online Registration</u>	24 Ogos 2012 – 31 Ogos 2012 (24 Aug 2012 – 31 Aug 2012)	1 minggu (1 week)
Pendaftaran Kolej Kediaman (<i>Residential College Registration</i>)	1 Sept 2012 – 2 Sept 2012 (1 Sept 2012 – 2 Sept 2012)	2 hari (2 days)
Minggu Aluan Pelajar (<i>Student's Orientation Week</i>)	3 Sept 2012 – 9 Sept 2012 (3 Sept 2012 – 9 Sept 2012)	1 minggu (1 week)

Aktiviti /Activity	SEMESTER 1	
	Tarikh /Date	Tempoh / Duration
Pendaftaran Pelajar Semasa (<i>Returning Student's Registration</i>) <u>Online Registration</u>	3 Sept 2012 – 9 Sept 2012 (3 Sept 2012 – 9 Sept 2012)	1 Minggu (1 Week)
Perkuliahahan ¹ (<i>Lectures</i>)	10 Sept 2012 – 25 Okt 2012 (10 Sept 2012 – 25 Okt 2012)	7 minggu (7 weeks)
Cuti Pertengahan Semester ² (<i>Mid-Semester Break</i>)	26 Okt 2012 – 4 Nov 2012 (26 Oct 2012 – 4 Nov 2012) (26 Okt 2012) Hari Raya Qurban	1 minggu (1 week)
Perkuliahahan ³ (<i>Lectures</i>)	5 Nov 2012 – 21 Dis 2012 (5 Nov 2012 – 21 Dec 2012)	7 minggu (7 weeks)
Cuti Ulangkaji/Cuti Khas Semester 1 ⁴ (<i>Revision Week</i>)	22 Dis 2012 – 1 Jan 2013 (22 Dec 2012 – 1 Jan 2013)	12 hari (12 days)
Minggu Peperiksaan (<i>Examination Week</i>)	2 Jan 2013 – 20 Jan 2013 (2 Jan 2013 – 20 Jan 2013)	3 minggu (3 weeks)
Cuti Semester 1 ⁵ (<i>Semester Break</i>)	21 Jan 2013 – 17 Feb 2013 (21 Jan 2013 – 17 Feb 2013)	4 minggu (4 weeks)

Aktiviti /Activity	SEMESTER 2	
	<u>Tarikh /Date</u>	<u>Tempoh / Duration</u>
Pendaftaran Pelajar Baharu (<i>New Student Registration / Online Registration</i>) (<u>Kemasukan Semester 2</u>)	15 Jan 2013 – 12 Feb 2013 (<i>15 Jan 2013 – 12 Feb 2013</i>)	4 minggu (<i>4 weeks</i>)
Pendaftaran Kolej Kediaman (<i>Residential College Registration</i>)	13 Feb 2013 – 14 Feb 2013 (<i>13 Feb 2013 – 14 Feb 2013</i>)	2 hari (<i>2 days</i>)
Minggu Aluan Pelajar (<i>Student's Orientation Week</i>)	15 Feb 2013 – 17 Feb 2013 (<i>15 Feb 2013 – 17 Feb 2013</i>)	3 hari (<i>3 days</i>)

Aktiviti /Activity	SEMESTER 2	
	<u>Tarikh /Date</u>	<u>Tempoh / Duration</u>
Pendaftaran Pelajar Semasa (<i>Returning Student 's Registration / Online Registration</i>)	11 Feb 2013 – 17 Feb 2013 (<i>11 Feb 2013 – 17 Feb 2013</i>)	1 minggu (<i>1 week</i>)
Perkuliahahan (<i>Lectures</i>)	18 Feb 2013 – 5 Apr 2013 (<i>18 Feb 2013 – 5 Apr 2013</i>)	7 minggu (<i>7 weeks</i>)
Cuti Pertengahan Semester (<i>Mid-Semester Break</i>)	6 Apr 2013 – 14 Apr 2013 (<i>6 Apr 2013 – 14 Apr 2013</i>)	1 minggu (<i>1 week</i>)
Perkuliahahan ⁶ (<i>Lectures</i>)	15 Apr 2013 – 31 Mei 2013 (<i>15 Apr 2013 – 31 May 2013</i>)	7 minggu (<i>7 weeks</i>)
Minggu Ulangkaji (<i>Revision Week</i>)	1 Jun 2013 – 9 Jun 2013 (<i>1 June 2013 – 9 June 2013</i>)	1 minggu (<i>1 week</i>)
Minggu Peperiksaan (<i>Examination Weeks</i>)	10 Jun 2013 – 21 Jun 2013 (<i>10 June 2013 – 21 June 2013</i>)	2 minggu (<i>2 weeks</i>)
Cuti Panjang (<i>Long Break</i>)	22 Jun 2013 – 31 Ogos 2013 (<i>22 Jun 2013 – 31 Aug 2013</i>)	10 minggu (<i>10 weeks</i>)

Aktiviti /Activity	ANTARSESI	
	<u>Tarikh /Date</u>	<u>Tempoh / Duration</u>
Pendaftaran Pelajar Semasa (<i>Returning Student's Registration</i>)	18 Jun 2013 – 21 Jun 2013 (<i>18 June 2013 – 21 June 2013</i>)	4 hari (<i>4 days</i>)
Perkuliahahan (<i>Lectures</i>)	24 Jun 2013 – 20 Ogos 2013 (<i>24 June 2013 – 20 Aug 2013</i>)	8 minggu (<i>8 weeks</i>)

- | | | |
|-----|------------------------------------------------|----------------------------------------------------------|
| 1. | 16 September 2012 (<i>16 September 2012</i>) | Hari Malaysia |
| 2. | 26 Oktober 2012 (<i>26 October 2012</i>) | Hari Raya Qurban (<i>Eid Al-Adha</i>) |
| 3. | 13 November 2012 (<i>13 November 2012</i>) | Deepavali |
| 4. | 15 November 2012 (<i>15 November 2012</i>) | Awal Muharram 1433 Hijrah (<i>Maal Hijrah</i>) |
| 5. | 25 Disember 2012 (<i>25 Disember 2012</i>) | Krismas (<i>Christmas</i>) |
| 6. | 1 Januari 2013 (<i>1 January 2013</i>) | Tahun Baharu 2013 (<i>New Year</i>) |
| 7. | 24 Januari 2013 (<i>24 January 2013</i>) | Maulidur Rasul
(<i>Prophet Muhammad's Birthday</i>) |
| 8. | 10 Februari 2013 (<i>10 February 2013</i>) | Tahun Baru Cina (<i>Chinese New Year</i>) |
| 9. | 1 Mei 2013 (<i>1 May 2013</i>) | Cuti Hari Pekerja (<i>Labour Day</i>) |
| 10. | 5 Mei 2013 (<i>5 May 2013</i>) | Cuti Hari Wesak (<i>Wesak Day</i>) |
| 11. | 1 Jun 2013 (<i>1 June 2013</i>) | Gawai (<i>Gawai Day</i>) |

Nota: Tertakluk kepada pindaan/*Subject to Alteration*

**UNDERGRADUATE STUDIES DIVISION
REGISTRAR OFFICE
UNIVERSITI MALAYSIA SARAWAK**

Note

Note

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